

# GRANVILLE CHRISTIAN ACADEMY



**2023-2024**

## **PARENT/STUDENT HANDBOOK**

Revised 7-2023

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# 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 (GCA). 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 GCA, they freely and willingly choose to take upon themselves the responsibilities outlined in this handbook while 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

GCA 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 of honoring 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, GCA strives to provide rigorous academic course offerings 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 require certain needs. 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 GCA 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 GCA 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, administrators, 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).

## PORTRAIT OF A GRADUATE

### THE GCA GRADUATE IS A SERVANT LEADER WHO IS A:

#### 1. Devoted Follower of Jesus Christ

- Engages in authentic worship and fellowship with a body of believers, has committed to a personal relationship with Jesus Christ, and actively participates in a Biblically based church. (Acts 2:42, 47)
- Regularly participates in the spiritual disciplines of prayer, Bible study, scripture memorization, worship, and service. (Ps. 119:11, 105, Heb. 4:12, Rom. 12:1, 11-12)
- Experiences transformation by the pursuit of Biblical truth. (Eph. 4:13-15, 2 Cor. 3:18, Rom. 12:2)
- Committed to a life-long process of becoming Christlike, patient in affliction, willing to endure persecution for His sake, comforting others as we have been comforted, interceding for others in prayer, trusting God and His provision, all to the glory of God. (Luke 9:23, 2 Cor. 1:3-5, John 16:33, Matt. 5:11)
- Demonstrates the fruit of the Spirit. (Gal. 5:22-23)
- Knows, loves, and serves God, making Him known to others. (Heb. 9:14, 2 Pet. 3:9)
- Articulates and defends his/her Biblical worldview with an understanding of opposing worldviews. (Acts 5:42, Acts 9:20-22, 1 Pet. 3:15)

#### 2. Compassionate Neighbor

- Delights in and cares for God’s creation. (Gen. 1:28, Gen. 2:15, Ps. 89:11)
- Seeks to understand perspectives that differ from his/her own, respecting all people as individuals created in God’s image. (Prov. 18:2, Prov. 3:13-14, James 2:1-8, Gen. 1:26-27)
- Loves and prays for others as a response to God's love for us. (1 John 4:19, Matt. 22:37-40, James 5:16)
- Serves the community with a missionary mindset and heart of compassion. (Matt. 28:19, Col. 3:12, 1 Pet. 4:10-11)
- Gives generously of his/her time, talents, and finances to glorify God. (Matt. 5:16, 2 Cor. 8:1-7, 2 Cor. 9:6)

#### 3. Courageous Learner

- Humbly receives his/her solid foundation from scripture. (Col. 1:10, 2 Tim. 3:16, Col. 2:8)



- Vigorously pursues wisdom, knowledge, and understanding which come from God. (Prov. 2:6, Prov. 24:3-4, 2 Cor. 10:5)
- Perseveres and overcomes obstacles through the learning process. (Col. 2:6-7, Phil. 3:12, James 1:25, Phil. 4:6)
- Discovers joy in learning. (Ps. 16:11, Prov. 1:5,7)
- Develops his/her intellect to the fullest ability in order to think analytically, employ problem-solving skills and evaluate all he or she studies through the lens of God's Word. (Eph. 5:8-16, James 1:5, Prov. 18:13,15)
- Demonstrates evidence of an education equal to or exceeding state and national academic standards. (Luke 2:52)

#### 4. Prepared for the Future

- Recognizes, develops, and utilizes God-given abilities to the fullest extent. (James 1:17, Ex. 31:2-5, Dan. 1:17)
- Demonstrates college, career, and life ready competencies while exhibiting the attitudes of gratitude and hope. (Eph. 6:13-18, 1 Thess. 5:18, Rom. 5:3-5)
- Pursues his/her unique passions, seeking to influence the culture for Christ through excellence in all endeavors. (Eph. 4:11-12, Col. 3:17)
- Understands work has dignity as an expression of the nature of God, and any work done as unto the Lord is an act of worship. (Eph. 2:10, Col. 3:23-24, Rom. 15:17)
- Works with self-motivation and diligence to heartily fulfill his/her role in the family, church, community, workplace, and world. (Rom. 12:9-18, 1 Cor. 12:4-7)

## 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 are 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 GCA, the students, staff, and administrators 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. GCA 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 used, 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, administrator, 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 character 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 GCA 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 which include "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 GCA.

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 except with pre-approval by the Administration. 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 the 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 GCA’s routine day-to-day policies and procedures is expected from all members of the community. These routine items are listed in the handbook or are made known to students, staff, and administrators 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. 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 GCA 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 the Administration reserves the right to make changes to this handbook and policies. Please be in continual prayer for the GCA Board, the Administration, faculty, staff, students, and families.

## **EXCEPTIONS OF TERMS AND CONDITIONS**

All terms and conditions as stated in this document are applicable to Granville Christian Academy. 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**

GCA is a chartered private Christian school that is primarily funded by tuition, registration, fees, and generous donations.

### **NEW STUDENT REGISTRATION & APPLICATION**

For a new student to be registered, registration materials and fees must be fully completed and submitted. Registration fees will be the same for new students, regardless of their status as full-time or non-traditional student. Tuition and fees are available on the school website.

The application fee is due at the time the application is submitted and is non-refundable. The application fee will be applied towards new student registration. Once a family has received an offer of admission to GCA, all new students must pay the remaining registration fee immediately utilizing their FACTS Management account. Based upon availability, once the full registration balance has been paid and the continuous enrollment contract has been submitted, the new student will be officially enrolled.

### **TUITION PAYMENT**

Students are continuously enrolled and payment arrangements are made using the FACTS Management system. If a family chooses to pay the full year's tuition in advance by the published due date, they will receive a \$100.00 discount per student if paid by June 1.

Monthly tuition is paid on a twelve-month basis at GCA. As all families must pay tuition through FACTS, no tuition payments will be accepted at the school. Full information on the FACTS Management payment process is available at the school.

Tuition must be paid in full each month in order to secure a student's enrollment. 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. Tuition must be current in order for a student to begin school on the first day of the school year.

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

### **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. Full-time students are determined by paying full tuition. These 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 must be submitted for review quarterly or as often as needed to maintain athletic eligibility.

### **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. These students must take a Bible class approved by GCA in order to participate in GCA activities and graduate from GCA.

Students taking classes at GCA who are also taking classes at CTEC are permitted to attend GCA Special Events that are intended for their grade. These students may be required to attend certain spiritual emphasis and discipleship activities that are a vital aspect of the GCA mission.

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

There may be times that a family decides to introduce the college experience to their child during high school. In order to receive CCP Services from GCA, all CCP students must be enrolled full-time.

### **Part-Time Students**

GCA seeks to provide a home school-welcoming environment with multiple educational opportunities for families. Part-time is defined as not paying full tuition. Part-time students from grades 6-12 may take individual classes at GCA (based upon availability) upon paying the full registration fee and the published per-class tuition rate which leads to eligibility for participation in athletics and other extra-curricular activities.

### **TUITION ASSISTANCE**

Should a family experience hardships that affect their ability to meet their tuition obligation, they may contact the GCA Financial Office for assistance. Each request will be reviewed by the administration and we will do our best to help each family as we can.

### **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, and 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 thirty (30) days of leaving GCA. After thirty (30) days, any remaining account credit will be accepted as a donation to GCA.

### **WITHDRAWAL REFUND POLICY**

Families that notify GCA by March 15 may withdraw without penalty. Families that break the Continuous Enrollment Contract by withdrawing on March 16 through July 31 are contractually obligated to pay a \$500 withdrawal fee per child. Families that withdraw on or after August 1 will be responsible for paying through the current month's tuition in addition to the \$500 withdrawal fee per child.

### **SCHOLARSHIPS – EdCHOICE, SGO, & JON PETERSON**

GCA participates in the EdChoice Scholarship programs offered by the Ohio Department of Education. **All participants must apply annually for each scholarship** with the school and pay any applicable application fee. These scholarships are available for every family at GCA. Please contact the office for additional information.



### **Student Records Confidentiality:**

Student records are securely kept in two locations; 1) the student's cumulative file, locked in the main office and 2) electronically with the Intervention Coordinator. Teachers request access to the student's IEP and ETR through the Intervention Coordinator. Teachers are provided a snapshot of student needs to prevent unnecessary access to the student's IEP.

### **Student Progress Monitoring and Reporting:**

Granville Christian Academy will provide progress reports quarterly for all student goals. Progress will be entered into the JPS system as well as printed and sent home with the student. Progress on goals will be noted as; mastered, adequate progress, limited progress, no progress, and not introduced.

### **Parent and Student Counseling:**

Parents and students will be able to meet with the GCA Intervention team to discuss student-specific needs. During times of increased stress, it is important for children and adults to have access to resources to help them to cope, heal, grow, and build resilience. Counseling students and parents plays a unique and instrumental role in the family by helping guide students and parents toward success in education and their future. Meetings can be set up with the staff during the school day or after school hours to ensure parents can participate and be advised as needed.

## **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 needing to leave campus for approved reasons may only do so after the office has been notified by their parent/guardian. Seniors participating in the Senior Lunch Program may leave campus during their lunch period. All students must sign out before leaving the GCA campus. Should students return during the school day, they must sign in at the reception desk and obtain a pass. As students may only use GCA-allocated spaces during the school day, no student is permitted to be in Spring Hills Church areas before, during, or after school.

### **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 7:45 AM each day unless involved in a school function. Students involved in before-school activities must report directly to the area assigned for the activity. All students must be picked up before 3:30 PM each day. Only students involved in supervised after-school activities or those in After-School Care (ASC) should be in the building after 3:30 PM. All students must remain in the assigned area for the duration of the activity. Students may not wait in the building for an after-school activity later in the evening unless supervision has been arranged by the Administration.

### **SCHOOL OFFICE HOURS**

The School Office is open Monday through Friday from 7:45 AM to 3:45 PM during the school year. 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**

School doors will open at 7:45 AM. 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 park and enter through the school

front entrance, sign in, and receive 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.** All elementary students are to report directly to the Worship Center when arriving at school in the morning. The elementary day begins with a morning assembly which begins at **8:05 AM**. All middle and high school students are to report directly to the Great Room (Cafeteria) and will be released to lockers at 7:55 AM, reporting to their first period class no later than **8:05 AM**.

### STUDENT DISMISSAL PROCEDURES

**For the safety of all students and staff, 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 unless approved by the Administration, and parents may not enter through the side or rear doors.

Due to safety and security concerns, parents/guardians are not allowed in the building to pick up students or in the School Offices between 2:50 PM and 3:30 PM. In addition, parents/guardians will be required to wait until student dismissal procedures are completed before their requests or questions can be addressed. **Students and parents should not cross the car-rider traffic line between 3:15 PM and 3:30 PM.** Parents picking up a student for an after-school appointment must pick up their student before 2:50 PM or use the car-rider line.

### 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 school 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 and should not cross the car-rider traffic line between 3:15 PM and 3:30 PM.

### 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 account in the Secure Student Pickup (SSP) App prior to 2:30 PM. Students will not be released to anyone other than pre-authorized adults unless the school has been notified and arrangements verified by the parent/guardian.

### AFTER-SCHOOL CARE

An After-School Care program (ASC), to assist parents with childcare on school days, is available from 3:30 PM to 6:00 PM every day that school is in session. Parents using ASC are required to complete the ASC 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 will be sent directly to ASC (See the After-School Care program for fee schedule on the website).

### VISITORS

All parents and visitors will be admitted to the school section of the building with School Office permission only. All visitors entering the school facility must sign in and out at the GCA receptionist desk and receive a visitor badge. 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. **Guests must sign out with the receptionist and return the badge.** A visitor who is in the building without a badge will be escorted to the school receptionist for the proper visitor procedures.

Students interested in GCA are welcome to visit and may attend classes for a day. Visitors must get permission and schedule their visit with the Administration prior to their visit.

## PARKING

Parents and visitors must park in front of GCA in the designated parking section. Parking is only permitted in the designated marked parking spaces. **When parking 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 GCA parking lot:

- A. Slow down when entering the driveway and proceed carefully (A maximum of 5 mph must be observed).
- B. Stay in the driving lanes.
- C. Watch for children who may walk between cars.

## ATTENDANCE

Regular and punctual attendance is an important habit contributing to a successful graduate. Tardiness affects the overall education of not only the student who is tardy, but of all students. Parents or legal guardians are responsible for seeing that their student(s) attend school.

**Excused Absence** – Is defined as any absence with prior parent permission or a note upon return to school.

**Unexcused Absence** – Defined as any absence from school without parental permission. Unexcused Absences do not qualify to complete missed work under the work make-up policy and will receive a zero.

**Excused Tardy** -- Defined as lateness to school with parent permission.

**Unexcused Tardy** – Defined as late to school without parent permission/knowledge.

**Late** -- A student who is late to any class after the first period will receive points from the classroom teacher unless excused by another teacher or staff member with a pass.

## 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 expected to call the receptionist at (740) 587-4423 to report the absence by 8:15 AM.
2. The following information should be provided:
  - A. Name of person calling
  - B. Name of student who is absent
  - C. Nature of illness or absence
3. The parent or guardian must phone in each day of the absence, unless it is a known absence.
4. **On the first day the student returns to school, the parent or guardian must send a signed note.**

### **Procedure for Requesting an Early Release:**

Requests for early dismissal must be made with a note or phone call to the receptionist 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 2:50 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.

Athletes who are participating on athletic teams in other school districts must provide a team schedule and note with parent permission and may only miss study hall for practices. These students should communicate to the teacher of any class that will be missed due to an athletic game and should request the day's homework BEFORE leaving for the event. All work is still expected to be submitted by the due date.

## ABSENCE CREDIT

The Ohio Department of Education has recently defined **Chronic Absenteeism** as missing more than 10% of the school year for any reason. This includes excused and unexcused absences from school.



**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. These students will receive a pass that defines whether the tardy is excused or unexcused which is then recorded. They must give the pass to their teacher upon their entrance to class. Any student arriving to class without a pass will be sent to the receptionist to obtain a pass.

### **TARDINESS CONSEQUENCES**

For MS/HS students five (5) Tardies (Excused or Unexcused) in one quarter equal one detention. Tardies will reset each quarter.

### **NOTIFICATION FOR KNOWN ABSENCES**

Parents/guardians choosing to take students on a family vacation during school time should notify the School Office a minimum of five (5) school days in advance of the vacation using the Known Absence Notification Form (available on the school website), to receive approval by the Administration.

For a known absence, it would be in the best interest of the student to obtain assignments ahead of time if possible. If a student struggles academically, missed class time can result in further difficulties with schoolwork. Families should remember that excessive absences may result in consequences.

### **WORK MAKE-UP POLICY FOR ABSENCES**

Students are responsible for coordinating, completing, and returning missed assignments following an absence. Should the student experience an extended illness, the parent should communicate with the teacher and their Principal concerning accommodations.

1. Upon the first day back to school, the student must contact each teacher for 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 (100%) 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 teacher who will evaluate the circumstances, determine needed actions, and communicate adjustments to the family. Additional extensions will be referred to the Administration. Extensions will only be granted due to extended illness.
5. Absences during a long-term project may not affect the final due date of the project. The due date may 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 ten (10) school days or ten (10) periods of the same class in a semester, grades for student classwork will be reduced by fifty (50) percent during any additional absences for the remainder of the semester. Exceptions can be made by Administration if a doctor's note is provided upon return from absence.
2. The family and student may be required to meet with the Administration.
3. Excessive absences from a class may result in loss or denial of credit for the class.

## SCHOOL CLOSINGS & DELAYS

GCA may cancel school, begin on a delayed start, or have early release during the school year. Parents will receive notification via the current school alert system and local media outlets. This system directly calls, texts and emails parents, and advises them of our status of GCA.

It is possible for GCA to be in session on a day when your local school district is canceled or delayed. Parents should always use their discretion to determine if it is safe to transport their student to school and call the receptionist if they choose not to send their student to school. These situations are considered as excused.

### SCHOOL ACTIVITIES & EVENTS ON CLOSING DAYS

GCA may have after-school activities and evening events scheduled on a day when school has been canceled. Decisions as to whether or not these activities/events will or will not occur will be made as soon as possible, and then parents and students will be notified.

## APPOINTMENTS

### ADMINISTRATION & FACULTY APPOINTMENTS

Parents should schedule their visit by contacting the Faculty or Administration to set up a meeting. A response will be made within one (1) school day to confirm a meeting time.

### PARENT/TEACHER CONFERENCES

We welcome parents to be a part of their student's education and see the learning process in action.

Parent/Teacher Conferences are scheduled two (2) times per school year to allow discussions on academic, behavioral, general, and spiritual issues relative to students' school success. Elementary parents are required to attend conferences. In addition, parents and teachers may schedule a conference any time throughout the school year.

## FAMILY INVOLVEMENT AREAS

### SERVICE HOURS

Each full-time family is required to participate in a minimum of twenty-five (25) hours of service work during each school year. Part-time families taking one (1) or two (2) classes need to complete five (5) service hours. Part-time families taking three (3) or more classes need to complete fifteen (15) service hours. Family members are also welcome to assist parents in fulfilling these hours. ***Service hours may be purchased at the rate of \$15.00 per hour before May 1. 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 service-hour time. The rate of unfulfilled hours is \$25.00 per hour.*** A family may choose to work their service hours or provide necessary supplies as requested by the school. The student's report card will be held until the hours are fulfilled. ***A family must complete all service hours during the school year. Any service hours fulfilled during summer break will apply to the upcoming school year.***

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

### FIELD TRIPS

Field trips and other GCA approved 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 and the appropriate dress for the field trip. 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 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 Service Hour Form will receive two (2) service hours for requesting the background check.

Chaperones 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.

Chaperones are expected to follow the time schedule and plans of the field trip. As chaperoning is a privilege, deviation from expectations and responsibilities may result in the loss of chaperone privileges for future events. Non-students may not attend field trips with chaperones.

Service hours are recorded for the time during the field trip, not necessarily the entire school day. Service hours for a field trip are only received when chaperoning more than one child. Service 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. Movies and music should not contradict Christian principles.**

### **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. These trips include the following: Washington D.C., Operation Christmas Child (OCC) for 11<sup>th</sup> and 12<sup>th</sup> grade students, and the Senior Trip. Class Advisors will provide more information throughout the year for each class. The Administration reserves the right to make changes and adjustments if needed.

### **FUNDRAISERS**

GCA plans fundraisers throughout the school year to provide additional funding for various areas of the school. All fundraisers must be approved by the Administration prior to their implementation.

## **UNIFORM & DRESS GUIDELINES**

The uniform and dress guidelines is based on the biblical principles of modesty and appropriateness. Although family dress rules may vary, we believe the following standards unite our students.

School standards of modesty and appropriate taste must be observed at all school functions by both GCA students, their families, and their guests. GCA has adopted an official school uniform. Parents or guardians should help their students adhere to the uniform and dress guidelines.

The preferred vendor for uniforms is School Closet & School Days, who 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](http://www.schoolcloset.com)

**The Administration of GCA reserves the right to make discretionary decisions concerning this uniform and individual cases.** GCA students are to arrive at school in proper uniform attire, as defined by the following uniform 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 or inappropriate.
2. Clothing should fit modestly, not oversized or too tight. Undergarments must be worn.
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. GCA Sweatshirts and hoodies may be worn during this time.
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 Administration.
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 not be worn in the building during the school day unless approved by the Administration.
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 Administration.
2. Neutral-colored (white, grey, or black) long-sleeved shirts may be worn under short-sleeved shirts.
3. Uniform pants must be tan khaki or navy straight leg-style and hemmed appropriately. No jean material or sewn-on back pockets are allowed, **including skinny-pant style.**
4. Neutral-colored (white, grey, or black) T-shirts are permitted under uniform shirts.
5. The official GCA gray or navy blue jacket, quarter-zip pullover, school uniform sweaters, and school uniform vests are the only outerwear permitted. All other outerwear and any non-uniform items are not permitted.
6. Students must wear a school uniform shirt underneath all outerwear.
7. All students must wear tennis shoes for physical education classes.



#### **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. Solid tan khaki or navy blue skirts are permitted in addition to the GCA plaid school uniform skirt and jumper.
3. Skirts may not be rolled at the waistband.
4. Shorts, tights, or leggings must be worn under skirts. Tights or leggings must not be distracting.
5. Leggings, running tights, or tight-fitting yoga pants are not permitted to be worn alone at any time.
6. Turtlenecks may be worn only under a uniform sweater, long-sleeved oxford shirt, or jumper.
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, off the ears, and no longer than the top of the eyebrows.
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 OPTIONS

Options are part of the official GCA uniform. Items and colors may be mixed and matched within the options offered through the GCA account on the School Closet & School Days store (see the link on the school website).

#### 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. Please note that this contact information for jackets is different than for uniform purchases.

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.

#### PICTURE DAY DRESS

Students may dress up for picture days or wear their school uniform. Dress for these days should follow the general principles of the GCA dress code. In addition, no off-the-shoulder, strapless, or spaghetti-strap tops/dresses are permitted.

#### SPIRIT 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 or 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 school uniform.

All 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 contradict 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), and 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 Athletic Director. Uniforms should only be worn for school sponsored games and never worn as practice attire.

### **GUIDELINES FOR ATHLETIC GAME DAYS**

When a game falls on a school day, athletes are permitted to wear their team shirts and school uniform pants. Team shirts and pants must follow school uniform policies and guidelines. For games scheduled on the regular end-of-week school dress down days, students may wear jeans with their team shirts following the guidelines above.

### **GUIDELINES FOR PHYSICAL EDUCATION CLASSES**

Elementary students will participate in Physical Education (PE) during the week. 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 dress down short-sleeved T-shirts, and athletic shoes for PE class.

### **GENERAL GUIDELINES FOR SCHOOL-SPONSORED & SPECIAL EVENTS**

#### **General Guidelines for All**

1. Each event will specify the requirements or guidelines that apply to that event.
2. Shorts, jeans, T-shirts, warm-ups, etc. are not permitted unless approved by the Administration.
3. Clothing should fit modestly, not oversized or too tight.
4. Shorts worn at school-sponsored events must be no shorter than mid-thigh.
5. Athletic uniform shorts not meeting the length requirement may only be worn for the sport for which they were assigned.
6. Leggings, running tights, or tight-fitting yoga pants that are worn alone are not permitted at any time.
7. Tattoos are not permitted. Students with existing tattoos must keep them covered.
8. 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.
9. No off-the-shoulder, strapless, or spaghetti-strap tops/dresses are permitted.
10. Field trips/special trips will publish the expected dress code with approval from the Administration.
11. Outside dates to special events must submit the "Outside Date Request Form" for approval from the event coordinator.

#### **SPECIAL EVENT GUIDELINES FOR YOUNG LADIES**

All dresses and other formal attire, 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. If a dress does not meet standards, it must be corrected and evaluated again for approval prior to the event. All young women, even outside dates, are required to adhere to the following GCA Dress Guidelines in addition to these Special Event Guidelines:

1. Dresses must be of modest length (no shorter than three (3) inches above the top of the kneecap). If the dress has a slit, the slit must not be shorter than three (3) inches above the kneecap.
2. Dress backs must not be cut below the mid-back.
3. No off-the-shoulder, strapless, spaghetti-strap tops/dresses are permitted.
4. Straps on a dress must be at least a ¼ of an inch
5. Separate undergarments must be worn if not integrated as part of the dress.
6. No cleavage can be showing. No bodice cut-outs or two-piece midriff-baring dresses without solid, non-transparent fabric beneath them will be permitted.
7. Earrings are the only pierced jewelry permitted.

#### **SPECIAL EVENT GUIDELINES FOR YOUNG MEN**

All young men, even outside dates, are required to adhere to the following Dress Guidelines in addition to all other Special Event Guidelines:

1. Dress shirt, tie, dress pants, and shoes (no athletic shoes) must be worn.
2. No body piercing jewelry may be worn. This includes earrings.

3. Hair may not be excessively spiked.

## **STUDENT HEALTH INFORMATION**

### **PHYSICAL EXAM**

New students are required to have a physical completed within the past calendar year by a professional healthcare provider. **All students entering seventh grade and ninth grade will need to provide an updated physical to the health office.**

Athletes are required to have an annual sports physical in order to participate. This physical fulfills the requirement for new students and those entering seventh and ninth grade.

### **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 (15) 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) must be submitted to the nurse within the same time period.

### **STUDENT ILLNESS GUIDELINES**

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

1. Has a fever of 100.0 degrees or higher.
2. 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.
3. 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.**

See the Student Illness Guide on the website for additional information and guidelines for specific illnesses.

### **ILLNESS OR INJURY AT SCHOOL**

Students who are ill or injured during school hours must report to the nurse's office to be evaluated and the event documented before contacting their parents to arrange pick up. In the event that the illness or injury requires the student to go home or seek medical treatment, the student will remain in the nurse's office while waiting to be picked up.

The school nurse will address all other health-related issues on a case-by-case basis.

### **USING MEDICATION IN SCHOOL**

Ohio Law states students may not possess prescribed or over-the-counter medication during school hours without properly completed healthcare forms on file in the School Office. These authorization forms are available from the school nurse or on the school website.

1. A healthcare provider's verification of the necessity for prescribed 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 must be kept in the school nurse's office;**
2. Accurate records of the medication given will be kept in the student's file;
3. **Students are not permitted to share over-the-counter or prescription medication with other students.**

### **FOOD ALLERGIES**

GCA has adopted the policy that 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 in the classroom in all grades.** (Parents of students with food allergies are responsible to provide replacement snacks for their child and are encouraged to accompany their students on school trips.)

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 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 food allergies are communicated, they will be dealt with on an individual basis.

### **FOOD IN ELEMENTARY CLASSROOMS**

As a courtesy to children with particular food needs, teachers will notify 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 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.

#### **Classroom Incentives / Rewards**

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.

#### **Rewards/Celebrations**

Traditionally, GCA celebrates holidays which may include Thanksgiving, Christmas, Valentine’s Day, and Easter. Additionally, food may be served in the classroom if the food is an essential part of a curricular assignment, special holiday, or group birthday event at the discretion of the teacher.

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

#### **Classroom Snacks**

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

#### **Rewards/Celebrations**

Depending on the classroom environment and teacher discretion, non-food and/or food items may be used to acknowledge achievement, reinforce classroom goals, or as part of a curricular assignment.

## **SCHOOL DISCIPLINE**

GCA 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. Students are expected to follow school policies and will be held accountable. GCA must comply with local, state, and federal laws and may inform local law enforcement agencies of certain activities.

All staff and Administration are expected to discipline with kindness, firmness, and love that looks toward the restoration of the student. Consequences for minor misbehavior situations rest with the classroom teachers and staff.

The purpose of discipline at GCA is 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.

### 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." 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.

### 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 that 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: **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); **forgiveness** -- treating an offender as though he/she has never offended (Colossians 3:13).

### 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. 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.
4. Classroom environments will respect the right of each student to learn and shall be maintained as such at all times. Students should not be in classrooms when class is not in session, unless a teacher is present or unless a staff member or administrator has granted them permission.
5. A student shall not harass, intimidate, or bully any individual (see the “Bullying, Intimidation, or Harassment Policy” section of the Parent/Student Handbook).
6. A student shall not cheat or plagiarize (see the “Cheating Policy” section of the Parent/Student Handbook).
7. 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, administrator, 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.
8. A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, administrator, 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.
9. 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.
10. A student shall attend school regularly and shall not be excessively absent, truant, or tardy as described in this handbook.
11. A student shall not be permitted to use profane, vulgar, inappropriate, or obscene language or gestures. This includes spectatorship at any school activity, function, events, texting, and social media activity.
12. 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.
13. A student shall not engage in theft of another’s belongings including copyright and software violations.
14. 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 GCA 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.
15. A student shall follow policies as established by the School Board and the GCA Student Handbook.
16. A student shall not violate any local, state, or federal laws.
17. A student shall follow the Cell Phone Policy under the Device Guidelines.
18. This list is not meant to be an inclusive list. Any action or attitude that is not God-honoring or is distracting and/or 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.

## **BEHAVIORAL POLICIES**

### **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 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 at GCA or not.
3. To use an electronic resource inappropriately.
4. 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."
5. To prepare to cheat in advance by any of the following:
  - 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.
6. To assist another student with cheating, according to the above definitions.

If cheating has been observed or reported, the teacher or administration will take appropriate disciplinary action.

1. Elementary and middle school students' consequences for cheating are as follows:
  - **First Offense:** The student will be mentored by the class teacher about appropriate behavior; however, the Administration and parent will be notified as to the specifics of the event and appropriate consequences.
  - **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 Administration and may receive further discipline.
2. High school students' offenses for cheating will remain throughout high school. Consequences are as follows:
  - **First Offense:** The student guilty of cheating may receive the grade of zero (0%) for the assignment or test. The Administration 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 Administration, possibly receiving further disciplinary action.
  - **Third Offense:** When a third offense occurs, it is considered a severe offense. The student will meet with the Administration for further disciplinary action.

### **Bullying, Intimidation, or Harassment Policy**

GCA 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 Genesis 1:26-27), religion, or disability. This policy covers all students, staff, administration, or persons acting on behalf of GCA, including participants or spectators at any school-sponsored activity.

It is the policy of GCA that bullying, intimidation, or harassment shall not be tolerated under any circumstances. We firmly believe that we are to treat all people with respect and dignity and that we are to live above reproach. We shall respond to these events 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 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 their Principal, the Administration, 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.

Ohio law requires that all school employees report if they reasonably suspect abuse or neglect.

### **Search & Inspection Policy**

GCA reserves the right at all times, while any student or parent/guardian is on GCA premises, to have the Administration or authorized individuals conduct searches and inspections of any of their personal property and/or vehicle without limitation 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. Physical searches will be conducted by two or more individuals of the same gender as the student or parent/guardian being searched.

### **DISCIPLINARY CONSEQUENCES**

Student offenses are categorized according to their severity and will be dealt with in the following manner.

#### **Minor Offenses** (1 - 3 points)

• Accidental breakage	• Hall violation	• Running / yelling
• Failure to follow instructions	• Incomplete homework	• Tardy / late to class
• Gum, candy, food, beverage (other than water) in class	• Minor dress code violation	• Unprepared for class
	• Picking on other students	• Having or using a cell phone without permission

If a Minor Offense occurs, then the following will occur as deemed appropriate:

1. **Points** -- The teacher will explain the inappropriate behavior to the student(s) and assign the associated point(s) for the offense. The behavior and associated points will be recorded in RenWeb.
2. **Teacher Intervention** -- The teacher will discipline in a manner that fits the misbehavior and aims to correct it while keeping the student in the classroom (e.g., extra assignments, moving the student, not extending extra points, attending lab-time, detention, etc.). The teacher will advise that a further incident may result in being sent to the school office. The administrator may call the parents.

The teacher may determine that conduct listed in a Minor Offense warrants an immediate assigning of a Detention or Administrative Intervention as the offense has escalated to a Major Offense.

- Any student who acquires five (5) points within a quarter will serve an After-school Detention.
- Additional multiples of five (5) points will result in detentions.

## **Major Offenses** (points determined by the Administration)

• Being in an inappropriate area	• Disrupting class (by intentional conduct, excessive talking, noises, in or out of the classroom, etc.)	• Major dress code violation
• Bullying		• Not attending a consequence for a Minor Offense
• Cheating / stealing	• Inappropriate music	• Offending the reputation of the school
• Damage to school or another's property	• Inappropriate physical contact / PDA	• Prohibited entertainment
• Defiance, disrespect, disobedience, insubordination	• Inappropriate use of the internet	• Repeated Minor Offenses
	• Initiating or encouraging another student to commit a serious offense	• Skipping class or out of class without permission
• Disorderly conduct	• Lying / deception / forgery	• Swearing / foul language

If a Major Offense occurs inside or outside the classroom or school, then the following will occur as deemed appropriate:

1. **Teacher Intervention** – The teacher will address the behavior and may choose to keep the student in the classroom as long as the inappropriate behavior stops. The behavior and associated points will be recorded in RenWeb.
2. **Administrative Intervention** -- The student will be sent to the office and to meet with the Administration. Consequences will be a minimum of an After-school Detention up to Suspension or other appropriate consequence as determined by the Administration.

## **Severe Offenses** (Suspension pending review for possible Expulsion)

• Any action which seriously impairs the effectiveness of GCA's academic or spiritual mission	• Extortion	• Immoral conduct
	• Fighting / assault / hazing / endangering the safety of self or others	• Pornography
• Arson	• Fornication, homosexual immorality, any other sexual immorality	• Possession of weapons / explosives (at school)
• Criminal activity		• Threats and false alarms
• Drugs / alcohol / smoking / vaping	• Gambling	• Sexual harassment
		• Repeated major offenses

If a Severe Offense occurs inside or outside the classroom or school, then the following procedure will be enacted.

1. **Administrative Intervention** -- Consequences will include a minimum of 2 days of suspension and could include an extended suspension or expulsion. Additional appropriate action may be taken by administration to encourage restitution for the offense. In other cases, it may be determined that a student must take additional appropriate action to address the root cause of the behavior.

## **Points**

As points are accumulated, the following schedule will be observed.

- If a student earns twelve (12) points during a semester, the Administration will contact the parents/guardians, and a face-to-face meeting with the parents may be scheduled.
- If a student earns twenty (20) points during the school year, then a face-to-face meeting with the parents will be scheduled, and the student may be placed on probation.
- If a student earns thirty (30) points during the school year, then an additional parent meeting will be scheduled to discuss the impending seriousness of the student's behavior and their future at GCA, and the student will be placed on probation.
- If a student earns fifty (50) points during the school year, may result in the student's dismissal from school or may not be permitted to re-enroll the following school year.



### **After-School Detentions**

Detentions serve to remind students they have grown overly careless with the school guidelines. Detentions may be issued by the Administration. Detention is a consequence for infractions that occur at school and school-sponsored functions. 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.***

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

1. Detention will be held Monday to Friday after school as determined by the Administration.
2. Detention is an extension of the class day and may include assigned work.
3. Students who do not serve their detention in the assigned time, or do not follow the guidelines for detention, will receive an additional detention.

### **In-School Suspension**

***In School Suspensions will be served according to the following guidelines:***

1. An In-School Suspension could be held Monday to Friday and will typically last the entire school day after the discipline is determined by the Administration.
2. Students who are assigned an In School Suspension will immediately report to the School office when they arrive at school.
3. Students will be given assignments to complete throughout the day while away from their peers.
4. Students who do not serve their suspension at the assigned time, or do not follow the guidelines for suspension, will receive an extended in-school suspension.

### **Out-of-School Suspension**

Students that have been suspended are to be at home or directly under adult supervision on days of suspension.

The following consequences accompany any school suspension:

- Exclusion from being on GCA property or from participating or attending, in any manner, all GCA activities, regardless of location, for the duration of the suspension.
- Failure to complete specific terms established by the Administration may result in dismissal from GCA.
- The student is responsible for all material covered in class during the suspension, as missed material may be covered on tests. Suspended students may complete their missed academic work for half credit, and it must be submitted by the assigned due dates. Summative assessments may be completed upon the student's return to regular school attendance for full credit.

### **Academic Probation**

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

1. The student receives the grade of "F" in one or more courses for a nine-week grading period.
2. The student receives the grade of "D" in two or more courses for a nine-week grading period.
3. 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 quarter grading period. A student who receives Academic Probation as a result of the grades from the last quarter of the school year will be on Academic Probation for the first quarter grading period of the following school year.
2. Parents will be notified via email and letter that their student is on academic probation.
3. A student will be removed from Academic Probation at the end of the following quarter grading period when the student no longer meets the Academic Probation requirements. Parents will be notified via email and letter when their student is removed from Academic Probation.

4. Academic Probation affects a student's ability to participate in extra-curricular activities. See the Academics & Ineligibility section in the Academic Guidelines area of this handbook. Students on Academic Probation may be removed from extra-curricular activities.

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 Principal or Head of School. Probation may be enacted when a student's actions are a Major or Severe Offense and 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 probationary period, the student will be evaluated as to fulfilling the conditions set for his/her probation.

### **Dismissal/Expulsion**

Dismissal from school may occur at the recommendation of the Principal and the discretion of the Head of School. GCA may discipline its students for suspendable or dismissible infractions regardless of points or whether these occur on or off school grounds or 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/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 five (5) days after receiving the decision.
2. Parents have the right to submit an official request in writing to the Head of School.
3. The decision of the Head of School is final and not appealable.

## **RESTORATION POLICY**

GCA 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, administrators, 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.

## VOICING YOUR 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 (Matthew 18:15).
2. **Step Two** -- Contacting the Principal: If a resolution is still not achieved, the student or parent may contact their Principal (Matthew 18:16).
3. **Step Three** -- Contacting the Head of School: If a resolution has still not occurred, the Head of School will be apprised of the situation and will determine any further action (Matthew 18:17b).

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.

## GCA ACCEPTABLE USE POLICY

GCA provides technology resources to support students, faculty, and staff. Our emphasis on technology is to enhance the learning experiences in the classroom and develop skills necessary to use technology productively. Students are required to use school-owned technology, even if they have their own at home. Teachers are planning and teaching with the assumption that students have a common technology capability, including hardware, software, connectivity, security, and online service subscriptions. The school also updates and maintains the hardware, software, and technology infrastructure – sometimes remotely.

The proper use of this technology 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. Failure to follow this policy may cause the student's ability to use GCA technology to be restricted or removed.

### STUDENT TECHNOLOGY & INTERNET USE

As used herein, the term *device[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 *services* refers to GCA's network or internet connections used to access school or internet-based information. These rules provide general guidance concerning the use of all devices, school-owned or personally-owned and/or services, and examples of prohibited uses regardless of how or where they are accessed. 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.

1. **Student Agreement** – In order to be able to access and use GCA's internet and provided technology, students must sign the Acceptable Use Policy form, agreeing to the following:
  - Agree to use GCA's devices and/or services for educational purposes and research consistent with the GCA's educational mission, curriculum, and instructional goals.
  - Comply with all school policies, rules, and expectations concerning student conduct and communications when using devices and/or services, whether on or off school property.
  - Comply with all specific instructions from school staff and volunteers when using the devices and/or 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 devices and/or services include, but are not limited to, the following and may result in disciplinary action:
- **Illegal Activities** – Students may not use devices and/or services for any illegal activity. GCA assumes no responsibility for illegal activities of students.
  - **Inappropriate Materials** – A student shall not access, possess, photograph, record, distribute, scan, display, or post an image or words (including acronyms) of the following: sexual (explicit, suggestive, or obscene); libelous (defamation of character, threatening, harassing, bullying); and/or biblically immoral.
  - **Recreational Materials** – A student shall not access unapproved games or other media.
  - **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; and they may not copy or download software without the express authorization of the technology administrator or in alignment with the requirements of school activities/assignments.
  - **Downloading Applications (Apps)** – Students may not download any application unless approved by faculty or the technology administrator.
  - **GCA Devices Use at Home** – No GCA-issued device that is used at home should be used for anything other than those in alignment with the acceptable uses previously defined. Parents retain the right to monitor and control their child's device use while it is used off-campus.
  - **Social Media** – While at school, students may not access any social media. 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 services.
  - **Malicious Use/Vandalism** – Students may not engage in any malicious use, disruption, or harm to devices and/or services, including but not limited to hacking activities, "jail breaking," and creation/uploading of viruses.
  - **Network** – Technology must not be logged into any network except the GCA Devices network while on the GCA premises. Students should NOT attempt to log onto GCA guest, SHBC Café, or any other available network.
4. **Responsibility for Technology** – Students and their families are responsible for the proper care of GCA-owned technology at all times, whether on or off school property, including costs associated with repairing or replacing the technology. The student and his or her parents may be responsible for compensating GCA for any losses, costs, or damages incurred from violations of school policies, procedures, and rules while the student is using GCA-owned technology and/or 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 GCA-owned technology and/or services. The student and his or her parents/guardians are similarly responsible if the student takes any action with a GCA-owned device that has the purpose or effect of voiding any warranty in effect.
5. **Student Safety** – A student should exercise caution before revealing his or her full name, e-mail address, physical address, telephone number, social security number, or other personal information while online. Students should seek advice from an adult if they are solicited for personal information or should inform their teacher and/or parent if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way. Students should never agree to meet people they have contacted through the internet without parental permission.

6. **System Security** – The security of the device and/or services is a high priority at GCA. Any student who identifies a security problem must notify a teacher or administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.
7. **Device Loss or Theft** – If a device is lost or stolen, the loss or theft must be reported to the Administration immediately. In the case of a lost device, there may be a cost for replacement. With respect to the GCA-owned devices, students may not disable services that allow remote access or tracking.

## DEVICE GUIDELINES

### 1. Devices in General.

- a. All use of technology is dependent on the discretion of each individual teacher. A teacher may revoke privileges at any time.
- b. **The use of smartwatches during assessments is strictly prohibited. Headphones or in-ear devices may only be used in study hall rooms or with teacher permission.**
- c. GCA will not provide electrical outlets for student-owned or GCA-issued devices. Therefore, students are responsible for making sure that their device has sufficient charge for the day.
- d. GCA will not be held responsible for any damage or loss to non-GCA-owned devices.

### 2. Cell Phones.

- a. **Elementary school students** are not permitted to use them during the day and must keep them in their backpack. Special requests to use personal devices must receive approval from the Administration.
- b. **Middle school and High school students** are not permitted to use their cell phones during the school day and must therefore keep them in their lockers. Special requests to use personal devices must receive approval from the Administration. Teachers may allow for cell phone usage during class if it pertains to classwork.
- c. **Consequences for using a cell phone** without permission will result in the following actions:
  - i. **First Offense** – One or more points will be given based on the teacher or staff's discretion
  - ii. **Second Offense** – Points will be given, and the phone will be placed in the office until the end of the school day.
  - iii. **Third Offense** – Points will be given, and the parents will be asked to come to the school office to pick up the phone the following school day.

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. **Device Use and Return** – Devices **cannot** be personalized with stickers or writing, or physically altered in any way. Students may not remove any asset or labeling tags. Students must notify the MS/HS Office of any damage or other operating issues which cause devices to not function properly by the next school day. Student devices 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 the devices will be inspected for damage and/or policy violations.

## 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. While the student possesses the device, GCA will not access the webcam or microphone without advance written permission from the parent. Students should be

aware the school may review any file on the device, including browsing history, other communications, or Google Drive, to maintain the integrity of the network and to ensure everyone is using their devices responsibly. GCA may inspect the student's device at any time and for any reason.

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 device 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.

### **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 at the user's own risk.

## **GENERAL MISCELLANEOUS AREAS**

### **VIDEO SURVEILLANCE/PHOTO & VIDEO RELEASES**

GCA premises are monitored and recorded by video cameras inside and outside the school to protect the student body and staff. The majority of the video cameras and footage are the 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 SHBC to review footage and determine appropriate action. Parents will not be allowed access to 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 or other promotional media distributed by the school. Parents or students with reasons for suppressing this information need to contact the school Administration to assure the exclusion of their 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.

### **MATERIAL SELECTION QUESTIONS**

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, they can submit a request for review to the Administration.

### **BULLETIN BOARDS, POSTERS, ANNOUNCEMENTS**

All GCA student clubs and organizations have the opportunity to post informational flyers/posters/announcements with appropriate administrative permission. The Administration will determine the location and the format (print and/or digital) of the information. The following guidelines apply to these situations:

1. All items to be displayed/announced must be approved by the Administration. Digital information must be emailed to [principal@granvilleca.org](mailto:principal@granvilleca.org). 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 an issue arises.
3. All posted announcements may only be posted on bulletin boards and must be removed by the group who handled the posting on the day immediately following the event.
4. Please be sure to indicate the time frame that the announcement should be displayed.
5. Please allow a minimum of one week for approval prior to when the information needs to be posted.

### CARE OF PROPERTY

At GCA, 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 disciplinary action. All accidental breakage must be promptly reported to the School Office, and costs of the repairs/replacement may be the responsibility of the student.

### TEXTBOOK RESPONSIBILITIES

All textbooks are the property of GCA. Textbooks are issued to individual students and become their full responsibility until they are returned at the end of the course. Books are to be maintained in the best possible condition. Students will be required to pay for a replacement if a book is lost or shows excessive wear or abuse compared expected use. This fee must be paid before the end of the school year or a hold will be placed on the student's report card and records.

### LIBRARY RESPONSIBILITIES

The GCA 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. 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 will be charged for the cost of replacing the materials, which must be paid before the end of the school year 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 receptionist. 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.

### LUNCH PERIODS

Students (other than seniors with approval) are not permitted to leave school during lunch unless they are with their parents or guardians. If parents wish to take their student to lunch, students must be signed out by a parent/guardian to leave school early.

The following guidelines should be observed during lunch:

1. Students are to go through the serving line in single file. Running, pushing, or displacing others in line are not permitted.
2. 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.
3. All students are to remain in the cafeteria during their assigned lunch period unless the supervisors on duty excuse them with a pass. Middle school and High school students must sign out with the lunchroom coordinator before leaving the lunchroom.

### PETS ON PREMISES

GCA 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, 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 a privilege. 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.

Families should 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 only use the phone located next to the receptionist desk with permission from the receptionist. Calls should be made either before or after school, or during lunch with teacher permission.

### GCA BRAND

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 an intentional way it is to be used. It also contains specific color codes for consistency. Therefore, all items bearing the GCA name, crest, or logos must be approved by the Administration.

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

## **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		Grade	Percent
A+	98-100%		C-	70-72%
A	93-97%		D+	68-69%
A-	90-92%		D	63-67%
B+	88-89%		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 is part of the learning process to maintain or improve skills. Examples include (but are not limited to) effort, participation, homework and/or practice assignments, timeliness, attendance, pop quizzes.
2. Formative assessments guide instructional decisions by revealing to what extent students are learning or to what level of effectiveness the teacher is teaching. 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 are given after students have had several Formative opportunities that include detailed feedback related to performance. Examples include (but are not limited to) quizzes, tests, projects, writing assignments.

## **HOMEWORK 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.
4. To prepare for an assessment.

In elementary, homework will be limited in the early years and will increase with grade levels. 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.

## **ACADEMIC AWARDS**

GCA 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 in core classes (ELA, Math, Science, Social Studies, and Bible).

### **Honor Roll**

Students must receive an A average (92-100 percent) on their report card for the quarter.

### **Merit Roll**

Students must receive a B average (83-91 percent) on their report card for the quarter.

## **ACADEMIC PROBATION**

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

## **PROMOTION & RETENTION**

GCA believes that elementary students should have an adequate level of mastery in a subject in order to succeed at the next level of progression.

1. Students must demonstrate academic progress and capability in order to qualify for promotion. Third-grade students will also be assessed as to their reading readiness.
2. If a student’s final grade in two or more core subjects (ELA, Math, Science, Social Studies, and Bible) is an “F” or a “D”, the student may be recommended for retention. 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.

The Administration will make final decisions on promotion and retention.

## **STANDARDIZED TESTING**

Standardized tests are given to GCA students in elementary grades. GCA may use these testing results as a deciding factor for promotion or retention. GCA uses the Iowa Skills Tests in Kindergarten through grade 5.

## PLAYGROUND & RECESS GUIDELINES

### OUTDOOR RECESS

Students in grades K-5 have outdoor recess each day if weather conditions permit. GCA students will be outdoors when the temperature is above twenty-four (24) degrees. As the weather temperature drops, parents should make sure that coats, hats, and gloves are part of the dress for the day. Recess may take place on the playground or on the blacktop and grassy area in front of the school.

## ELEMENTARY MISCELLANEOUS AREAS

### CANDY & GUM

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

## 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 grading period (e.g., 93.5% becomes 94%). For Advanced College Prep (ACP) classes a 4.5 grading scale will be used. Advanced Placement (AP) courses will use a 5.0 grading scale. CCP courses will be calculated into the student's grade point average per Ohio Department of Education guidelines. For Pass/Fail classes, a 75% or higher is considered passing. Pass/Fail classes are not calculated into GPA.

#### GRADING SCALE

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%	0.67	1.17	1.67
F	59% or below	0.0	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 is part of the learning process to maintain or improve skills. Examples include (but are not limited to) effort, participation, homework and/or practice assignments, timeliness, attendance, pop quizzes.

2. Formative assessments guide instructional decisions by revealing to what extent students are learning or to what level of effectiveness the teacher is teaching. 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 content. They will be given after students have had opportunities to demonstrate knowledge. Examples include (but are not limited to) quizzes, tests, projects, writing assignments.

### **Reteach/Relearn/Reassess**

Opportunities for students to correct work through a reassessment will be **limited to classwork and quizzes** at the teacher's discretion.

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 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 a learning lab to work on the student's plan.

### **HOMEWORK**

Homework may be assigned to reinforce skills, complete unfinished in-class assignments, and/or to prepare for an assessment. Teachers try to avoid lengthy homework assignments on Wednesday evenings to allow for spiritual growth and development within the local church.

**Students who turn in their homework 1-2 days late will be graded at a minimum of 75% credit; homework turned in more than a week late will receive a "0"**. Individual teachers may communicate and enforce more strict policies in their classrooms.

### **MIDDLE SCHOOL COURSES FOR HIGH SCHOOL CREDIT**

All middle school students may take 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.

Students who successfully complete Algebra I during their eighth-grade year will receive credit on their transcript, and their grade will be calculated into their high school GPA.

### **HIGH SCHOOL COURSES**

#### **Elective 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 that will give them exposure to career fields and help them determine their career path.

#### **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 to be eligible for an ACP class. The approval of the Administration is also required. To remain in an ACP class for the following academic year, students must achieve at least a C+ (78%) final grade.

#### **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

## EXTRA-CURRICULAR EXPECTATIONS

### Attendance

It is the expectation that students who participate in GCA's extra-curricular activities will benefit beyond the scope of the specific activity. As a result, standards for eligibility have been established to encourage this balance.

**A student must be in attendance by 10:00 AM to participate in any extra-curricular activity on that school day or evening unless a doctor's excuse is provided to the School Office. Any other exceptions must have administrative approval.**

### Eligibility

Eligibility will be reviewed bi-weekly by the Administration. 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.

When a student is ineligible:

- The student, parent, coach, and other supervisors will be notified.
- The student will be ineligible for one (1) week (seven calendar days).
- The student may not participate in or attend any extra-curricular team practice, open gym/field, scrimmage, or other extra-curricular activity.
- For athletics, the student may attend home 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 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 quarter grading period. Eligibility for fall sports is determined by grades received in the last grading period the previous spring.

## AWARDS

GCA strives to recognize students who achieve academic success. Awards for the year are calculated on the average of coursework following the criteria for each award and will receive a certificate at the annual awards assembly. The evaluation of awards will include all grades earned through the end of April.

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

**Dean's List** -- Full-time high school students enrolled in two or more ACP, AP, and/or CCP courses (provided two or more ACP courses are offered at GCA) achieving a weighted 4.0 GPA in all coursework for the quarter 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.

**Honor Roll** -- Full-time middle or high school students averaging a 92 to 100 for the quarter. The yearly award is based on the average of grades earned through the end of April.

**Merit Roll** -- Full-time middle or high school students averaging an 83 to 91 for the quarter. The yearly award is based on the average of grades earned through the end of April.

**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. Certificates and/or academic letters will be awarded at the end of the school year for achieving these levels for each quarter:

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

**ACSI Distinguished Christian High School Student** -- Junior and senior students who have demonstrated outstanding servant leadership in the areas of Academics, Leadership, Fine Arts, Athletics, or Christian Service in conjunction with exhibiting exceptional Christian character and an obvious Christian testimony receive this award. These students will be nominated by faculty and will receive their award at the year-end Awards Assembly.

### **FINAL EXAMS**

Final exams or approved final projects are required to be given 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. All students must attend their exam on its designated date and time unless they are ill or have a family emergency.
2. Final exams will not be given before the scheduled time, without prior approval from the Administration.
3. High school exams may be exempted in the following circumstances and following these guidelines (middle school students are not eligible to exempt any exams):
  - Students may only exempt first-semester exams for semester courses.
  - For second-semester exams, only juniors and seniors are eligible to exempt final exams in any and all courses (with the exception of AP) in which they have maintained a 93 percent or above during each quarter of the school year. **These students must confirm each of their exemptions with the school office one week prior to the start of final exams.**
  - For second-semester exams, freshmen and sophomores who have maintained the higher standard of 93 percent or above in **all** classes during each quarter of the school year may exempt one of these final exams.
4. GCA provides a make-up day for those students who miss an exam due to an excused absence. Students will be notified of the make-up date. Failure to make up the exam will result in the grade of “F” (0%) for the exam.

### **FINAL GRADES**

Year-end final grades for middle- and high-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.

### **FAILING A COURSE IN MIDDLE SCHOOL**

1. If a student’s final grade in two or more core subjects (language, math, science, social studies, Bible) is an “F” or a “D”, the student will be expected to take summer remedial coursework through an approved program which is not included normal school tuition costs.

2. Students must pass Algebra I or HS Physical Education, in order to receive credit toward graduation. Required courses must be repeated if they are failed. The failing course will not be recorded on their transcript and will not be factored into their GPA.

### **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. Remedial courses may be required as approved by the Administration. Remedial courses are not included in normal school tuition costs.
2. Required courses must be repeated if they are failed. Both grades will remain on the transcript and be counted when calculating GPA.

### **ACADEMIC PROBATION**

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

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

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

### **PROMOTION & RETENTION**

#### **Grades 6 through 8**

1. If a student’s final grade in two or more core subjects (language, math, science, social studies) is an “F” or a “D”, the student will be expected to take summer remedial course work through an approved program.
2. Evaluation for promotion or retention includes academic ability and the GCA’s ability to meet the needs of the student.

#### **Grades 9 through 12**

High school students must pass all courses that are graduation requirements. Please see the Failing a Course paragraph for these grade levels. The Administration will make final decisions as to credits received, retention, and/or continuation at GCA.

## **COLLEGE & CAREER COUNSELING**

### **COLLEGE & CAREER COUNSELING**

GCA 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;
- Administering testing and distributing results for the PSAT, ACT, 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 visit colleges during the school year.

- Students must complete the College Campus Visit Permission Form and obtain approval from the Student Services Coordinator no later than three (3) school days before the scheduled visit.
- Students must follow all of the requirements listed on the College Campus Visit Permission Form. Students should consider the attendance consequences when scheduling college visits.

### **STUDENT SCHEDULE CHANGES**

The student will first meet with the Student Services Coordinator to determine if a change can occur. All changes must use the schedule change form and be signed by the Administration and parents. 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.

Students may drop a course through the second week of a course. \*\*Fee may be required

Schedule changes for core academic classes may be necessary after the second week of a course and will only be considered due to extenuating circumstances.

### **TRANSCRIPT REQUESTS**

Copies of student transcripts may be obtained under the following guidelines:

1. Students may request a transcript by completing the Transcript Request Form.
2. Students should allow for a minimum of one (1) week for processing.

## **EDUCATIONAL OPTIONS**

### **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 the required GPA as well as 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. Student Council elections are held in May of each year. The newly elected students will serve their term the following school year.

### **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 Administration. Credit-Flex grades will be entered following the parameters established for GCA courses including Pass/Fail grades.

## **GRADUATION & SENIORS**

### **GRADUATION CREDITS**

GCA 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.

## **Minimum Graduation Requirements:**

### ***High School 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.*

### ***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 Seals (See Addendum)

## **GRADUATION AWARDS**

To be considered for any of the following awards, a student must be enrolled as a full-time student for both their entire junior and senior years. The evaluation of grades will include all grades awarded through the end of April. 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:

1. First, the student must qualify for an Academic Honors Diploma;
2. And, the student must have taken all available advanced courses during their GCA enrollment as an underclassman;
  - 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, seniors must take at least three of the five following advanced 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.
5. **If a tie exists**, then, the student who took the highest number of advanced courses offered at GCA will be named Valedictorian.
6. **If a tie still exists**, then, 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.

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.

GCA does not assess an official class rank beyond Valedictorian and 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 best exemplifies the character of Christ in his/her daily life and who best demonstrates GCA's Portrait of a Graduate. Should more than one student qualify for this award, multiple awards may be given. Students are first nominated by faculty, staff, and their peers and confirmed by the Administration.

## 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. Only sports bags may be placed on top of lockers during the school day.

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 restrooms during PE class.

### 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 MS/HS Office. Locks that cannot be opened will be cut off. 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. Lockers may be inspected, and students will be charged for cleaning and repairs if they are necessary.
7. Lockers must be cleaned (inside and out) prior to the last day of school. 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 candy for special purposes at the teacher's discretion; however, students must finish the candy before leaving for their next class.

### STUDENT DRIVING PRIVILEGES

Driving to school and parking on school property is a privilege for students. All infractions of driving and parking rules will be referred immediately to the Administration. Repeat violators may lose this privilege. Student drivers must adhere to the following guidelines:

1. All student-driven vehicles must be registered in the MS/HS Office prior to being driven on school property. If a student drives more than one vehicle, each vehicle must be registered. Parking permits are issued each year. Failing to register a vehicle will result in a \$25 fine.
2. Students may park only in their assigned area.
3. Driving speed in the parking lot must be kept to a maximum of five (5) mph.
4. Students must keep car radio and stereo volumes to an acceptable level.
5. Students may not return to their vehicles during the school day without permission from the School Office.
6. Students should quickly and responsibly exit the parking lot at the end of the school day.
7. No horseplay in the parking lot at any time.

### STUDENTS & THE TEACHER WORKROOM

The Teacher Workroom is reserved for staff use. Students are not permitted to enter this area unless accompanied by or have received permission from a GCA staff member. Students are not permitted to run the laminator.



## **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.
2. Students must work quietly and alone unless the Study Hall monitor gives permission.
3. Students must report to Study Hall before being released to another location.

## **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 quarter 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 MS/HS Office. Students who are over eighteen (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. No tuition refunds or discounts will be given for work releases.

If a student leaves the employment of the employer on file in 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 student will return to the Work Release Program once the new employer information has been received. Any time a student leaves school under the guidelines of the Work Release Program yet is not employed, the student will be considered truant and will meet with their parent/guardian and the Administration to discuss the situation.

## **ADDENDUM**



## GRADUATION SEALS

<b>Military Enlistment Seal</b>	<ol style="list-style-type: none"><li>1. Provide evidence that a student has enlisted in a branch of the U.S. Armed Forces;</li></ol> <p style="text-align: center;"><b>-OR-</b></p> <ol style="list-style-type: none"><li>2. Participate in an approved JROTC program.</li></ol>
<b>Technology Seal</b>	<ol style="list-style-type: none"><li>1. Earn a score that is at least equivalent to proficient on an appropriate Advanced Placement or International Baccalaureate exam;</li></ol> <p style="text-align: center;"><b>-OR-</b></p> <ol style="list-style-type: none"><li>2. Earn a final course grade that is equivalent to a “B” or higher in an appropriate class taken through the College Credit Plus program;</li></ol> <p style="text-align: center;"><b>-OR-</b></p> <ol style="list-style-type: none"><li>3. Complete a course offered through the district or school that meets guidelines developed by the Department. (A district or school is not required to offer a course that meets those guidelines.)</li></ol>
<b>Industry-Recognized Credential Seal</b>	Earn a 12-point approved industry-recognized credential or group of credentials totaling 12 points in a single career field.
<b>Citizenship Seal</b>	<ol style="list-style-type: none"><li>1. Earn a score of proficient or higher on both the American history and American government end-of-course exams;</li></ol> <p style="text-align: center;"><b>-OR-</b></p> <ol style="list-style-type: none"><li>2. Earn a score that is at least equivalent to proficient on appropriate Advanced Placement or International Baccalaureate exams;</li></ol> <p style="text-align: center;"><b>-OR-</b></p> <ol style="list-style-type: none"><li>3. Earn a final course grade that is equivalent to a “B” or higher in appropriate classes taken through the College Credit Plus program.</li></ol>
<b>OhioMeansJobs-Readiness Seal</b>	Meet the requirements and criteria established for the readiness seal, including demonstration of work-readiness and professional competencies.
<b>State Seal of Biliteracy</b>	Meet the requirements and criteria, including proficiency requirements on assessments in a world language and English.
<b>College-Ready Seal</b>	Earn remediation-free scores on the ACT or SAT. Visit the Department’s website to see current remediation-free scores.

<b>Science Seal</b>	<ol style="list-style-type: none"> <li>1. Earn a score of proficient or higher on the biology end-of-course exam;</li> </ol> <p style="text-align: center;"><b>-OR-</b></p> <ol style="list-style-type: none"> <li>2. Earn a score that is at least equivalent to proficient on appropriate Advanced Placement or International Baccalaureate exams;</li> </ol> <p style="text-align: center;"><b>-OR-</b></p> <ol style="list-style-type: none"> <li>3. Earn a final course grade that is equivalent to a “B” or higher in an appropriate class taken through the College Credit Plus program.</li> </ol>
<b>Honors Diploma Seal</b>	<p>Earn one of six Honors Diplomas outlined below:</p> <ol style="list-style-type: none"> <li>1. Academic Honors Diploma;</li> <li>2. International Baccalaureate Honors Diploma;</li> <li>3. Career-Tech Honors Diploma;</li> <li>4. STEM Honors Diploma;</li> <li>5. Arts Honors Diploma;</li> <li>6. Social Science and Civic Engagement Honors Diploma.</li> </ol>
<b>Community Service Seal (Locally [GCA] Defined)</b>	<p>Complete 40 hours of qualifying volunteer service during high school within the following guidelines:</p> <ul style="list-style-type: none"> <li>• Completed by the end of Semester 1 of senior year</li> <li>• A minimum of 5 hours must be attained in a non-GCA-sponsored event (iReach, Operation Christmas Child, Thanksgiving Baskets)</li> <li>• All hours need to be completed with a public or private organization (not with a family member)</li> <li>• All hours must be verified on the Community Service Form and returned to the office for tracking purposes</li> <li>• The number of hours may be prorated for students who transfer to GCA after freshman year</li> </ul>
<b>Student Engagement Seal (Locally [GCA] Defined)</b>	<p>A student can complete <b>one</b> of the following by the end of Semester 1 of senior year or a combination of activities listed below:</p> <ol style="list-style-type: none"> <li>1. Complete and participate in two (2) full seasons in any GCA-sponsored sport, as verified by the coach.</li> </ol> <p style="text-align: center;"><b>-OR-</b></p> <ol style="list-style-type: none"> <li>2. Complete and participate in two (2) extracurricular or co-curricular activities at GCA (including, but not limited to Student Council, National Honor Society, Spanish Club, Science Club, Math Club, Design Club), as verified by the advisor. A minimum of 40 hours of participation is expected.</li> </ol> <p style="text-align: center;"><b>-OR-</b></p> <ol style="list-style-type: none"> <li>3. Complete and participate in two (2) full seasons of an activity, sport, or outside club (4H, scouts, etc.).</li> </ol>