



PARENT/STUDENT HANDBOOK

2010-2011

Granville Christian Academy
1820 Newark-Granville Rd.
Granville, Ohio 43023
PH : (740) 587-4423
FAX: (740) 587-4776

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RESERVATION of RIGHTS

The Administration of Granville Christian Academy reserves the right to do what is fitting to the occasion, even where specific terms have been stated in this handbook. Therefore, rules may sometimes be set aside in favor of either stricter or more lenient accountability should the situation so warrants.

Prayer will always be at the forefront of any action, disciplinary or otherwise, when making a decision for Granville Christian Academy and its students. We will ever seek God's guidance in all that is done, and make every effort to be in full obedience to Him and His plan. Please be in continual prayer for the Granville Christian Academy staff, students, families, school board and Granville Christian Academy Education Foundation, as we go through each wonderful and exciting school year together!

GRANVILLE CHRISTIAN ACADEMY

STATEMENT of PURPOSE

Granville Christian Academy believes that Christian education exists to provide instruction that promotes the highest achievement in academics, Biblical worldview, and character development. These three qualities should be marked in disciplined behavior, thereby equipping children with what they need to live successfully and effectively.

MISSION STATEMENT

Granville Christian Academy is a Christ-centered school committed to academic excellence and spiritual boldness in a nurturing environment. Granville Christian Academy equips students to effectively serve in their home, school, and community.

VISION STATEMENT

The vision of Granville Christian Academy is two-fold. The first objective is to provide a high quality Christ-centered education to students in Licking County and surrounding areas. The second is to provide a school program that will positively impact the quality of life in Licking County, while preparing students for advanced educational opportunities and Christian leadership.

MOTTO

PREPARING LEADERS FOR CHRIST

SCRIPTURE

For God has not given us a spirit of fear, but of power,
and of love, and of a sound mind.

II Timothy 1:7

PHILOSOPHY

The Granville Christian Academy philosophy is founded on the ABC's of a Christ-centered education:

Academically excellent program that is evidenced by:

- A nurturing environment for learning, reflecting increased levels of higher achievement.
- Performance at or above academic grade levels.
- Effective, enabled, equipped and empowered staff, parents, and supporters.

Bible based worldview that is evidenced by:

- An awareness of the unconditional love of God, a sense of purpose and self-worth, and hope for the future.
- Employees who serve as models and mentors of strong Biblical values by loving God and loving others.
- Instruction and training that integrates the truth of God's word with the facts about God's world.

Character-focused program that is evidenced by:

- Clear cut expectations of students to demonstrate appropriate, responsible, and productive social behavior.
- Individuals who represent positive role models that students can emulate.

Granville Christian Academy knows that education is a lifelong experience, and therefore teaches students to recognize that their education requires initiative and informed decision-making, which becomes primarily their responsibility. GCA feels that informed decision-making comes from the values set forth by godly adult guidance. In conjunction with this is the necessity of a supportive school environment, characterized by mutual respect among administration, staff, students, and families. The philosophy and size of GCA allows for flexibility in addressing individual student needs and interests. Students come to know one another and become known by the adults who work with them.

Granville Christian Academy communicates its philosophy through the curriculum it teaches, the services it provides, the adult role models it offers, the guidelines and expectations it maintains, and the activities it sponsors.

GRANVILLE CHRISTIAN ACADEMY **HANDBOOK INTRODUCTION**

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

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 18, and have not yet graduated, must adhere to all school rules and guidelines, just as those students who are under the age of 18. There are no exceptions.

Granville Christian Academy is not the authority in charge of its students when they are away from school, nor when they are not participating in school-related or school-sponsored activities. However, the school does reserve the right to discipline, as it deems necessary, any student misconduct occurring outside of GCA sponsored activities. It is expected that students will represent GCA, and its values in a Christ-like manner both inside and outside of school, so as to represent our school and our parents, at all times, in a way that is pleasing to God. Misconduct, for the purpose of this section, means serious or repeated violations of civil law, or behavior that otherwise deviates significantly from that expected of Granville Christian Academy students, as set forth in this handbook.

Misconduct by a student who is a non-participant or spectator at school-related or school-sponsored programs or events may be handled in the same manner as misconduct by a student in school or by a student participating in a school-related or school-sponsored programs or events. The decision of whether or not to take disciplinary action will be made by the school administration. This decision will be based upon the circumstances of the case and will be determined by the impact such misconduct has on the ability of the offending student and other students to properly participate in those programs or events. If a student engages in misconduct off school grounds, and not at a school related or school-sponsored event, the decision of whether or not to take disciplinary action will be made by the school administration. This decision as well will be based upon the circumstances of the case and will be determined by the impact the student's misconduct has upon the operation and reputation of the school and its programs or events. Should the administration decide that disciplinary action is warranted, it then reserves the right to impose whatever consequences it deems necessary.

BIBLICAL EXPECTATIONS

Galatians 5:22-24 tells us that the “fruits of the Spirit” are love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. These attributes are to be sought, encouraged, and demonstrated in our relationships.

Certain behaviors are prohibited in scripture and are to be avoided by members of the body of Christ, and therefore avoided by those involved with Granville Christian Academy. They include but are not limited to theft, lying, dishonesty, gossip, slander, backbiting, bullying, crude and vulgar or profane language, harassment, hate crimes, sexual activity and/or gratification outside of the bonds of marriage, intoxication, immodesty, and occult practices.

In keeping with scriptural admonitions to bring ourselves under the authority of the government, those affiliated with GCA are expected to uphold the laws of the local community, the state of Ohio, and the nation.

INSTITUTIONAL EXPECTATIONS

Granville Christian Academy recognizes Sunday as a day set apart primarily for worship, fellowship, ministry, and rest. While recreation may be a part of the Sunday agenda with family and friends, “business as usual” relative to school programs, games and rehearsals will not be sanctioned or encouraged on Sundays except where absolutely necessary. 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 all in time for any church activity.

RACIAL NON-DISCRIMINATORY POLICY

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

Granville Christian Academy selects students and employees of any race, color, gender, or ethnic origin. Students and employees of all race, color, gender, or ethnic origin are entitled to all rights, privileges, programs, and activities provided by the school. In addition, Granville Christian Academy will not discriminate on the basis of race, color, gender, or ethnic origin in the administration of its educational or athletic programs and extra curricular activities. Furthermore, the school is not intended to be an alternative to court orders, administrative agencies, or public school district initiated desegregation.

CODE of CONDUCT

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

Because of the importance of trust in, and responsibility to, one another, violations of these standards are regarded as a serious breach of integrity within our school. Therefore, the following standards apply to the students, staff, and administration of Granville Christian Academy:

- 1) A student, staff member, or member of the administration 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, staff member, or member of the administration 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. This includes, but is not limited to bomb threats.
- 3) A student, staff member, or member of the administration shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any other student, school employee, or other person not employed by the school on the school grounds during and immediately before or immediately after school hours, or at any other time when the school is being used by a school group, or off the school grounds at any school activity, function, or event.
- 4) A student, staff member, or member of the administration 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, 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.
- 5) A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, administration, or other authorized school personnel during any period of time when properly under the authority of school personnel. This includes spectatorship at any school activity, function, or event.

A staff member shall not repeatedly fail to comply with directions of the school administration or the School Board or other authorized personnel during any period of time when properly under the authority of the administration or school board. This includes spectatorship at any school activity, function, or event.

A member of the administration shall not repeatedly fail to comply with directions of the School Board or other authorized Spring Hills Baptist Church leadership during any period of time when properly under the authority of the school board or authorized church leadership. This includes spectatorship at any school activity, function, or event.

- 6) A student, staff member, or member of the administration shall attend school regularly and shall not be excessively absent, truant, or tardy as described in this handbook.

- 7) A student, staff member, or member of the administration shall abide by such rules and policies as established by the School Board, Spring Hills Baptist Church leadership, and the Granville Christian Academy handbook.
- 8) A student, staff member, or member of the administration shall not be permitted to use profane, vulgar, inappropriate, or obscene language or jesters while in school, on school property, or in school-related activities. This includes spectatorship at any school activity, function, or event.
- 9) A student, staff member, or member of the administration shall not possess or distribute any form of obscene or pornographic materials, materials of a libelous nature or involving defamation of character, or materials advocating racial or religious bigotry.
- 10) A student, staff member, or member of the administration shall not engage in theft of school or church property or another person's belongings while said student, staff member, or member of the administration is attending school, is on school property, or is engaged in school sponsored activities. This includes spectatorship at any school activity, function, or event.
- 11) A student, staff member, or member of the administration shall not possess, use, distribute, or be under the influence of any prescription or non-prescription drug, unless prescribed by a doctor (students are required to have the prescription on file in the Granville Christian Academy school nurse's office), tobacco products, alcohol, narcotic drugs, hallucinogenic drugs, amphetamine, barbiturate, marijuana, or any other mind altering substances on any church or school property at any school sponsored activities at any time.

The intent of this Code of Conduct is to identify expectations that assist Granville Christian Academy in functioning as a Christian school, and in achieving its goal as a chartered K-12 school operating in the State of Ohio. All employees of the school are responsible to abide by this Code of Conduct as long as they are under the employment of this school. All students of the school are likewise responsible to abide by this Code of Conduct as long as they are enrolled as students at this school. The administration of Granville Christian Academy or School Board reserves the right to take any disciplinary actions they deem necessary for failure to abide by the above Code of Conduct.

PUBLIC DISPLAY of AFFECTION (PDA)

Granville Christian Academy realizes that students will develop friendships as well as possible dating relationships while a student at GCA. Should students date a fellow student or someone outside the GCA student body, it is expected that our students will behave in a Christ-like manner acting as young ladies and gentlemen.

No public displays of affection are acceptable 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, etc. It is expected that students will continue these guidelines at all times, being convicted by the Holy Spirit to maintain pure relationships.

Any student found to be engaging in PDA will be given a slip and sent immediately to the administration to further discuss the situation and any consequences if need be.

SCHOOL DISCIPLINARY PROCEDURES

Granville Christian Academy is charged with the task of setting forth rules and regulations to help all students conduct themselves in a godly manner as citizens of the kingdom of God. A matter of discipline is understood as any violation of these rules and regulations. Throughout life we are continually learning personal discipline and self-control. Students are free to choose one form of behavior or another. In choosing to behave or misbehave they take upon themselves the consequences of that chosen behavior. Students are expected to follow school policies and will be held accountable. All staff and administration are expected to discipline with kindness, firmness, and love that looks toward the restoration of the student.

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

TEACHER DISCIPLINE AUTHORITY

Teachers shall uphold the spirit of the school's Code of Conduct. Consequences for minor, daily, misbehavior situations rests with the classroom teachers and staff. All forms of reasonable discipline have the full backing of the school administration. A student's failure or refusal to accept their responsibility in these situations will be considered a serious offense.

SCHOOL DETENTIONS

Detentions serve to remind students they have grown overly careless with the guidelines of which they are to abide. Students will receive a Communication Form for infractions that occur, and these forms as well as school detentions may be issued by the GCA staff or administration. Anyone receiving three of these forms in a single 9-week period (for the same or any combination of violations) will receive a detention. An additional detention will be assigned for each form received after the 3rd form in a 9-week period.

Communication Forms do not carry over to the next 9-week period, and instead students are given the opportunity to begin the new 9-weeks with a clear record. However, an overall excess of detentions or specific or repeated infractions will be considered when determining if a student may remain at GCA.

Students will be charged a fee of \$10.00 for each detention they are assigned after the 1st detention in a school year. This fee does carry over in to each new 9-week period, i.e. if a student has had two detentions in the 1st 9-weeks of school, they will have paid \$10.00. Should they receive a detention in the next 9-weeks of school, they will be charged an additional \$10.00 fee as the fee carries over. All fees are due at the time the detention is served and there will be a \$1.00 charge for each day the fee is late. Should another detention occur before the late fee is paid, the student will receive an automatic in-school suspension. In addition, anyone not paying their detention fee will not receive their grade card until all fees are paid. All detention dollars go into the GCA general operations fund.

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

Three detentions within two consecutive 9-week periods indicate there is most likely an attitude or behavioral problem present. A third detention will be accompanied by a conference with the school administration to discuss the patterns of behavior that are precipitating the detentions. As a result of this conference, other disciplinary action such as suspension or permanent dismissal may be in order.

Communication forms may be given for the following infractions:

- 1) Infraction of classroom behavior guidelines as specified by the classroom teacher. Each infraction results in a Communication Form.
- 2) Infraction of the school Code of Conduct or policies as described in this handbook.
- 3) Unexcused tardy to school or class.
- 4) Infraction of the school dress code.

School detentions will be served according to the following guidelines:

- 1) All detentions must be served on the next detention day.
- 2) Detention will be held on each Monday afternoon from 3:20 to 4:00 p.m. and each Friday morning from 7:20 to 8:00 a.m.
- 3) Detention is an extension of the class day. Thus, all rules apply, (i.e. school dress code, silent study, no food/drink, etc.) as if school were in session.
- 4) Students are required to bring paper, and pen or pencil to detention.
- 5) Detention time is to be used to complete the work assigned by the detention supervisor.
- 6) Detention may include an assigned work detail.
- 7) Students who do not serve their detentions in the required time, or do not follow the previous guidelines for detention, will receive an additional detention.

If a student feels a Communication Form is unwarranted, they should use the following procedure:

- 1) Confer as soon as possible, showing restraint and respect, with the staff member who issued the form.
- 2) If this conference does not resolve the disagreement, parents should schedule a conference with the staff member who issued the form.
- 3) If this conference does not resolve the disagreement, the matter should be referred to the school superintendent or principal.

Upon receiving a 6th detention in a semester, a student will receive an automatic out-of-school suspension. The school administration does reserve the right to void this suspension, or to impose other actions as they deem necessary such as probation or permanent dismissal. Consequences for the cases of voided suspensions will be determined by the school superintendent or principal.

SATURDAY SCHOOL

Granville Christian Academy holds Saturday School on the second Saturday of every month from 7:00 AM to 11:00 AM. Students that have accumulated three or more detentions within one nine-week grading period will automatically

serve a Saturday School. Saturday School must be served on the first Saturday School day that follows the assignment of the third detention and is at a cost of \$20 to the student.

If a student assigned to Saturday School fails to attend on their assigned Saturday, he/she will receive an out-of-school suspension. Being tardy to Saturday school by more than five minutes will result in an additional weekday detention and meeting with the superintendent and principal.

SEVERE BEHAVIOR CASES

At Granville Christian Academy, serious repeated misconduct is liable to suspension and/or permanent dismissal. Conduct liable to suspension and permanent dismissal is that which disrupts the academic atmosphere of the school, endangers fellow students, teachers, or school officials, damages property, or flagrantly or repeatedly violates regulations or policies of the school or church. For such conduct the administration may immediately suspend or permanently dismiss the student from school. The parent or guardian will be notified immediately to come to the school to take their student home.

IN-SCHOOL SUSPENSION

In-school suspension may be used at the discretion of the GCA school administration for behavioral situations or other violations of school policy. In-school suspension may extend from 1-5 school days, in addition to any intervening holidays and/or weekends. The following consequences accompany an in-school suspension:

- 1) Communication with parents or guardians and the student.
- 2) Prohibition from participating or attending, in any manner, all Granville Christian Academy activities, regardless of location, for the duration of the suspension.
- 3) The student may be on school property only during the school day and then, only during school hours.
- 4) The student is responsible for all material covered in class during the suspension, as missed material may be covered on tests.
- 5) Failure to change behavior could lead to an out-of-school suspension or permanent dismissal.

OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension automatically occurs when a student receives 6 school detentions during one semester, or is the consequence for violations of school policies that the school administration considers serious. Out-of-school suspension may extend from 1-10 school days plus intervening holidays and/or weekends. The following consequences accompany an out-of-school suspension:

- 1) Communication with a parent or guardian and the student.
- 2) Prohibition from being on Granville Christian Academy property and from participating or attending, in any manner, all Granville Christian Academy activities, regardless of location, for the duration of the suspension.

- 3) 50% credit for all assignments, quizzes, tests, and examinations assigned and due during the suspension.
- 4) Completion of specific terms established by the administration, for the student's continuation at Granville Christian Academy.
- 4) The student is responsible for all material covered in class during the suspension, as missed material may be covered on tests.
- 5) Notice that further violations of school regulations and/or failure to meet terms established for the student's continuation at Granville Christian Academy could result in permanent dismissal.
- 6) Failure to change behavior could lead to permanent dismissal.

PROBATION

A student may be placed on academic or conduct probation. The discretion of the GCA administrator or principal will determine if probation for conduct need occur, and individual circumstances apply to each case in question. The following consequences accompany a probation for conduct:

- 1) Communication with a parent or guardian and the student.
- 2) Completion of specific terms established by the administration for the student's continuation at GCA. If these terms are not met and maintained, it may lead to immediate permanent dismissal of the student. *Please see the "Academic Probation" paragraph for details on academic probation.*

PERMANENT DISMISSAL/EXPULSION

Permanent dismissal may occur when the school administrator and principal deem it necessary, or when a student's behavior warrants a second school suspension of any type. The school offers an appeals process to families in permanent dismissal situations. See the "Due Process Procedure" paragraph for details.

DUE PROCESS PROCEDURE

Due process is a broad constitutional concept to protect students against arbitrary and capricious actions. Substantive due process demands that a permanent dismissal from school be reasonable and fair. Procedural due process requires a just and orderly proceeding when a student is charged with a violation of a school rule which leads to permanent dismissal. A student and their family will:

- 1) Be informed of charges and evidence.
- 2) Be given the opportunity to present their case.
- 3) Have the right of appeal.

CHEATING

Cheating is a serious offense and undermines the value of academic honesty. Useful and lasting learning cannot occur unless the learning process which students go through is an honest process that reflects their true abilities, as measured by their own efforts.

Cheating is a breach of academic integrity and involves one or more of the following actions:

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

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

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

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

Elementary teachers will handle each situation on a case by case basis. Middle and high school student's consequences for cheating are as follows:

First Offense: The student will receive the grade of 0% for the assignment or test. The cheating will be notated in the student's permanent cumulative file.

Second Offense: When a second offense occurs in any class during the current or any subsequent year, there will be loss of credit in that course for the grading period, with a possibility of permanent dismissal from GCA.

DRUGS & ALCOHOL

Drugs and alcoholic beverages may not be brought, purchased, possessed, distributed, or consumed by Granville Christian Academy students, staff members, members of the administration, or spectators at school or at school sponsored activities. Nor shall any student, staff member, member of the administration, or spectator under the influence of drugs or alcohol be permitted on school property or at any school sponsored activity. A student who violates any part of this rule (including being in the company of a group possessing and/or using drugs or alcohol) may be suspended or permanently dismissed from school. The distribution, sale, or offering of drugs or alcohol for sale, whether on or off school premises, is grounds for dismissal from GCA, and legal action may be taken.

First Violation - With due regard for the consequences allowed by the paragraph above, ordinarily, a student who violates this regulation for the first time shall participate in a conference with their parents and the administration. Other individuals may be included at the discretion of the school administration. Following the conference, the student may be suspended or permanently dismissed from school or, if found necessary, the student may be referred to a drug/alcohol treatment center. If the latter occurs, the administration should be informed by the parents as to whether or not the student will be participating in a drug/alcohol program, and also be informed periodically as to the students' progress. A decision on the students' continuation at GCA will result after a final conference with student and parents.

Subsequent Violations - All subsequent incidences will result in immediate permanent dismissal from GCA.

HARASSMENT & HATE CRIMES

Granville Christian Academy is firmly committed to providing an educational environment that is free from intimidation and harassment against any person because of their race, ethnic background, gender, religion, or handicap. This policy covers all students, staff, administration, or persons acting on behalf of Granville Christian Academy, including participants or spectators at any school sponsored activity.

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

- 1) **DEFINITION OF HARASSMENT & HATE CRIMES** - Harassment is unwelcome oral, written, or physical conduct directed at the characteristics of a person's race, color, ethnic origin, sex, sexual orientation, religion, or disability. Examples of harassment include, but are not limited to unwelcoming patting, pinching, or physical contact, anti-gay comments, ethnic or racial slurs, or threats. Hate crimes are criminal acts or threatened acts in which the victims are targeted based on characteristics such as race, national origin, ethnicity, sex, religion, sexual orientation, and disability. Examples of hate crimes include, but are not limited to, threatening phone calls, hate mail, physical assault, threats of harm or violence, arson, vandalism, cross-burnings, bombings, and bomb threats.
- 2) **REPORTING** - If a student or staff member is the target of such conduct, he or she should contact the school superintendent or principal. The student or staff member will be asked to complete a reporting

form. The complaint will be promptly and confidentially investigated, and if determined to be valid, warranted disciplinary action will be taken at the discretion of the superintendent or principal.

- 3) **MANDATORY STAFF REPORTING** - Whenever any staff member in the course of his or her employment has reason to believe that: 1) a hate crime or harassment has been committed or is about to be committed on school property or by any student or staff member on or off school property; or 2) a student or staff member of the school has been or is about to become the victim of a hate crime or harassment, the student or staff member shall immediately notify the superintendent or principal.
- 4) **POLICE NOTIFICATION** - The superintendent or principal shall promptly notify the police department or the county prosecutor's bias officer when there is any reason to believe that an act of violence has been or is about to be committed against a student or staff member, or there is otherwise reason to believe that a life has been or will be threatened.

ATTENDANCE

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

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

TARDY & ABSENCE POLICY

- 1) If a student is absent four or more consecutive days, a doctor's excuse is required to return to school.
- 2) If a student is absent five or more consecutive school days, seven or more school days in one month, or twelve or more schools days in a school year, without a doctor's excuse, the family and student will be required to meet with a county Truancy Mediation Specialist and assigned GCA school official to compile an agreement as to how to get the student to school as necessary.
- 3) If a student is tardy to school five or more times in a nine week period, whether excused or unexcused, the family and student will be required to meet with a county Truancy Mediation Specialist and assigned GCA school official to compile an agreement as to how to get the student to school as necessary. Therefore, it is recommended that students acquire dental, doctor, and eye appointments throughout various times of the day in order to avoid continual tardies at the same time of day or to the same class. (See the 10/20 Class Period Rule for further information).
- 4) If a student is not at school as agreed upon with the GCA school official and the mediator, the parents will be taken to truancy court with the possibility of jail time. In addition, the student will be dismissed from Granville Christian Academy.

PROCEDURE for REPORTING an ABSENCE

When a student is absent:

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

ABSENCE CREDIT

Absences are credited as follows:

- 1) ½ day = absent 2 to 4 periods
- 2) Full day = absent 5+ periods

A student must be in attendance at school a full day if they are to participate in a contest, performance, game, or school activity on that school day or evening. If the student has a doctor or dental appointment during the school day, they must return to school before the end of the school day with a doctor's excuse. No exceptions will be made to this policy.

EXCUSED ABSENCES

Absence from school is legally permissible as written in the State Attendance Law for:

- 1) Personal illness
- 2) Recovery from an accident
- 3) Death in the family
- 4) Observance of religious holidays
- 5) Any emergency or set of circumstances which in the judgment of the administrator or principal constitutes good cause.
- 6) Approved field trips or school sponsored activities
- 7) Pre-approved planned absences (family trips, mission trips, *college visitations, armed forces testing, etc.)

**College visitations are limited to a maximum of 3 visits. When returning to GCA after a visitation, students must bring a dated validation slip from the college or university confirming their visit.*

UNEXCUSED ABSENCES

Any absence from school not meeting the requirements specified in the above Excused Absences section and any absence without the knowledge and/or consent of the school and/or parent will be construed as unexcused.

WORK MAKE-UP POLICY

When a student has been absent from school with an excused absence, they may use the Work Make-up Policy. **The Work Make-up Policy may not be used for unexcused absences.**

WORK MAKE-UP for EXCUSED ABSENCES

Elementary students or their parents are responsible for collecting missed assignments in the event of an absence. Middle and high school students are responsible to collect missed assignments themselves. Completing and returning missed assignments following an absence is the responsibility of the student.

- 1) Upon the first day back to school the student or parent must contact each teacher for the missed assignments
- 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 100% credit for the assignments, quizzes, tests, and examinations assigned and due during the excused absence.
- 4) If the missed work is not made up within the required time period, the student will receive a 0% for the

assignment.

- 5) Absences during a long-term project will not affect the date the project is due for that particular student. The due date will remain the same as originally given.

WORK MAKE-UP for UNEXCUSED ABSENCES

- 1) The student is responsible for all material covered in class during the unexcused absence, as missed material may be covered on tests.
- 2) 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.
- 3) The student has the possibility of earning 50% credit only for all assignments, quizzes, tests, and examinations assigned and due during the unexcused absence.
- 4) If the missed work is not made up within the required time period, the student will receive a 0% for the assignment.
- 5) Absences during a long-term project will not affect the date the project is due for that particular student. The due date will remain the same as originally given.

TARDY

Students are tardy when they are not in the classroom in their seat ready to begin class promptly at 8:15 a.m., or when they are not in each scheduled class at the beginning of the scheduled class period. This applies to study halls as well as any other assigned area where the student is scheduled to be.

When a student is tardy to school or class they must go directly to the school office when arriving at the building. If the tardy is excused, as defined below, the student will receive a pass to class. If the tardy is unexcused, as defined below, the student will receive a pass to class and also a Communication Form for the class in which they were tardy.

EXCUSED TARDY

Excused tardies are lateness to school, which would be legally permissible absences as stated in the Excused Absences section of the handbook. Excused tardies must be verified by parent note or doctor excuse and phone call.

UNEXCUSED TARDY

Unexcused tardies occur when a student is tardy for reasons other than those stated in the Excused Absences section of the handbook.

TRUANCY

Students are illegally absent from Granville Christian Academy when they are not in assigned classes, leave school without permission, or falsify reasons for absence. A student seen out and about such as at the mall or at a restaurant, or similar type situation when they have been reported absent from school for other reasons are considered truant and are subject to suspension. Truancy is considered an unexcused absence. Moreover, it is regarded as a serious violation of absence rules, incurring possible other disciplinary measures at the discretion of the school administration such as probation, suspension, or permanent dismissal.

Students are not permitted to leave the campus during the school day except in cases of emergency or a reason that has been previously noted in the Granville Christian Academy school office, and only then, with permission from a parent or guardian and the school.

10/20 CLASS PERIOD RULE

- 1) Students in grades K-12 who miss more than 10 class periods of any particular class in a nine-week grading period will receive an “F,” or the equivalent thereof, for that class in that grading period.
- 2) Students in grades 9-12 who miss more than 20 class periods or 13 blocked (double length) periods, of any particular yearlong course will not receive credit for that course. In addition, students who miss more than 10 class periods in a semester class will not receive credit for the course. Students in grades K-8 will receive the equivalent of an “F” in these circumstances.
- 3) It is the responsibility of each teacher to notify the student and office regarding individual class violations of the 10/20 class period rule. Teachers should give a warning to the student and the office after the student has missed 6 class periods in a nine week grading period, 6 class periods in a semester class, and 12 class periods in a yearlong class.
- 4) Excused and unexcused absences are counted in the 10/20 class period policy. School related absences such as field trips and class meetings are not counted in the 10/20 class period rule. College visitations and out-of-school suspensions will also not be counted in the 10/20 class period rule.

EARLY RELEASE DAYS

Occasional requests for early dismissal may be allowed. Requests for early dismissal must be made with a note or phone call to the school office from the parent or guardian.

REQUEST for ABSENCE & VACATION DAYS

Requests from parents or guardians to take students on a family vacation during school time should be made a minimum of 5 days in advance of the vacation, and should be made in writing to the school office. Requests for a family day should be made several days in advance of the day to be taken, if possible, and should also be made in writing.

For a planned excused absence, such as vacation or a medical situation, it would be in the best interest of the student to obtain their assignments ahead of time.

Family days are healthy and fulfilling, however, please consider your students’ current academic performance when deciding to take them out of school for the day or for a vacation. If a student is struggling academically, missed class time can result in further difficulties with school work.

ATTENDANCE at FUNERALS

Students will be granted an excused absence to attend a funeral when a parent or guardian relays the request.

STUDENT ILLNESS GUIDELINES

Parents should keep a child at home who:

- 1) Has a fever of 100 degrees or higher.
- 2) Has had vomiting, diarrhea, or fever within the past 24 hours. The child must be symptom free for the last 24 hours.
- 3) Has a chronic cough or rash. Skin rashes of unknown origin should be evaluated by a physician before a child is sent to school.

Students must remain at home for the number of days indicated below if they have any of the following illnesses:

- 1) **CHICKEN POX** - a student should remain home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters.
- 2) **COMMON COLD** - a student should remain home if symptoms are serious enough to interfere with their ability to concentrate and learn. Medical attention should be obtained if symptoms persist beyond 10 days, fever develops, or discharge becomes yellow or green.
- 3) **FEVER** - if your student's temperature is 100 degrees Fahrenheit or greater (or 1-2 degrees above the child's normal temperature), he or she should remain home until they have been without fever for a full 24 hours.
- 4) **FLU** - a student should remain home from school until symptoms are gone and they are without fever for a full 24 hours.
- 5) **HEAD LICE** - following lice infestation, your student may return to school after receiving treatment with a pediculicide shampoo, **AND ALL NITS HAVE BEEN REMOVED.**
- 6) **IMPETIGO** - your student should remain home from school until receiving 48 hours of antibiotic therapy and sores are no longer draining.
- 7) **PAIN** - if your student complains, or behavior indicates that he or she is experiencing persistent pain, they should be evaluated by a physician before being sent to school.
- 8) **PINK EYE** - your student should remain home from school until receiving 24 hours antibiotic therapy and discharge from the eye has stopped.
- 9) **SKIN RASHES** - skin rashes of unknown origin should be evaluated by a physician before your student is sent to school.
- 10) **STREP THROAT AND SCARLET FEVER** - a student should remain home until receiving a full 24 hours of antibiotic therapy and until they have been without fever or vomiting for 24 hours. Most physicians will advise rest at home for 1-2 days after a strep infection.
- 11) **VOMITING AND DIARRHEA (INTESTINAL VIRAL INFECTIONS)** - your student should remain at home until they are without vomiting, diarrhea, or fever for a full 24 hours. **IF YOUR**

CHILD HAS HAD ANY OF THESE SYMPTOMS DURING THE NIGHT, HE OR SHE MAY NOT BE SENT TO SCHOOL THE FOLLOWING DAY.

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

- 1) Conjunctivitis (Pink Eye)
- 2) Enterobius (Seat worm or Pinworm)
- 3) Impetigo Contagious
- 4) Pediculosis Capitis (Lice of Head)
- 5) Pediculosis Corporis (Lice of Body)
- 6) Scabies
- 7) Tinea Capitis (Ringworm of Scalp)
- 8) Tinea Corporis (Ringworm of Body)

ILLNESS at SCHOOL

In the event that a student becomes ill at school, they will remain in the nurse's office while either the nurse or another school official notifies a parent or guardian. They will ask that the student be picked up by a responsible adult, or be allowed to drive home if of driving age. Students who are ill should report to the school nurse's office and remain there until the nurse or school official contacts a parent as to their dismissal.

USING MEDICATION in SCHOOL

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

- 1) Written permission from the parent or guardian for the student to take the medication.
- 2) A physician's verification of the necessity for medication, name of medication, dosage, time or intervals at which it is to be taken, duration, and possible side effects. All prescription and non-prescription medication will be kept in the school nurse's office.
- 3) A statement releasing and holding school personnel harmless from any and all liability for damages or injuries resulting directly or indirectly from the presence of the medication in the school or its use by the student. Medications must be in the original containers and have an affixed label including the student's name. Accurate records of the medication given must be kept in the student's file.
- 4) While at school, students may not obtain aspirin, Tylenol, or other over-the-counter medication from anyone other than the school nurse or assigned employee acting on the nurse's behalf. However, these items may be obtained from the school nurse if there is a signed permission form from the student's parents or guardian on file in the Granville Christian Academy nurses office. If a student is found to be dispensing any kind of over-the-counter or prescription medication to other students, consequences will be at the discretion of the school administration.

SCHOOL BUILDING HOURS

Students may not enter the building before 7:45 a.m. each day unless involved in a school function that meets before 7:45 a.m. Students involved in before school activities must report directly to the assigned area for the activity. The building must be vacated by Granville Christian Academy students no later than 3:30 p.m. each day. All students must either be picked-up before that time or in GCA After-School Care. Only students involved in after school activities or those in After-School Care should be in the building after 3:30p.m., and they must report to the assigned area for the activity. Students involved in athletics who need to remain at school until the start of an event such as practice or a game, must report to the Worship Center. They must remain there until practice or games begin, or until the coach arrives, unless otherwise instructed. They are to use this time as study time. At no time should students be walking or sitting in the hallways after school, or be in classrooms unsupervised. These guidelines must be adhered to by all students. Any student not adhering to these guidelines will receive a Communication Form.

SCHOOL OFFICE HOURS

The Granville Christian Academy school office is open Monday through Friday from 7:45 a.m. to 3:45 p.m. during the school year. The office will close promptly at 3:45 p.m. each day. Hours of operation during the school year will follow the school calendar for breaks and holidays. Summer office hours are Wednesday's from 9:00 a.m. to 12:00 p.m. in the months of June and August. The office is closed during the month of July.

STUDENT ARRIVAL & DISMISSAL PROCEDURES

All students are to report directly to the Worship Center when arriving at school in the morning. Any student not following this procedure will be given a Communication Form. Parents or guardians may drop off their students in the morning at the Spring Hills Baptist Church front entrance or may accompany them to the Worship Center without a visitor pass and without signing in and out. Parents should not accompany students to their classroom, except on the first day of school. **Classes begin promptly at 8:15 a.m. for grades K-12. Therefore, 8:10 a.m. should be the final time that parents or guardians are on school premises without a visitor badge. Unless there is an emergency, parents should leave the building by 8:10 a.m. so that morning activities may begin promptly.**

Students who are car riders will be dismissed at the end of the school day under the front awning of the church building. They will be escorted to that area by their classroom teacher, and will be put into their cars by assigned car duty staff. **Parents must wait in their vehicles in the car lines to pick up their students. Students may not be picked up in the rear of the building, and parents may not enter through the side doors. This policy must be adhered to for the safety of all students, staff, and parents.** We will do our best to move through the lines quickly and efficiently. In using this process, there should be little reason for parents to enter the school at this busy time. If it is imperative that a parent or guardian enter the building at close of day, they must sign in and out and acquire a visitor badge.

All bus riders must remain in their classrooms until their bus is called. Any student not following this procedure will be given a Communication Form.

STUDENT VISITOR

Any student genuinely interested in GCA is welcome to visit, and may attend classes for a day. If a current GCA student wishes to bring a visitor, they should receive permission from the school office. Student visits will not be permitted on the days immediately preceding and immediately following school vacations, or on the last two days of a semester.

STUDENT PICK-UP ARRANGEMENT

A parent or guardian must inform the school via a phone call or written note if someone other than the parent or guardian will be picking up their student on any given day. Students will not be released to anyone but their parent or guardian unless the school has been notified. If arrangements have been made to have someone other than the parent or guardian pick-up a student for the entire school year, or for an extended period of time, the office need only to be notified one time of the dates this will occur.

AFTER-SCHOOL CARE

Granville Christian Academy has an After-School Care Program to assist parents with childcare on school days. After-school care begins on the first day of the school year and is available through the last day of the school year.

After-School Care is available from 3:30 – 5:00PM every day that school is in session. Parents of all students in After-School Care will be charged a fee for the time their student is in attendance.

On any given day some children who are not scheduled to be in After School Care may need to use this program unexpectedly for a given reason. The school office should be called as soon as possible on those days to advise that the child will need to use the program. We will gladly accommodate students in these circumstances.

Any student in grades K-12 who is not picked-up by 3:30 on a school day is sent directly to After-School Care, and parents are charged the normal fees for the time those students are there.

VISITOR PARKING & PROCEDURES

Granville Christian Academy has been entrusted to take spiritual, academic, and physical care of all its students. The Visitor Policy has been designed to assist us in caring for the physical safety of all students and employees of our school. All visitors will be admitted in to the school section of the building with GCA office permission only. All visitors must sign in and out at the school office and receive a visitor badge. (A visitor badge is not necessary if the visitor will only be in the school office, however, they must still sign in and out). This badge must be visibly worn at all times when a visitor is in our building for any reason, no matter how short or how long the visit. The badge must be returned to the office when signing out. If a visitor is in the building without a badge, they will be escorted to the school administrative offices for the proper visitor procedures.

Visitors must park in front of Granville Christian Academy in the designated parking section, or in front of the Spring Hills Baptist Church building. Parking is not permitted around the circle in front of the school or in the rear of the building. Cars will be unable to park in front of the school at the end of the day due to buses. When parking in front of SHBC, the front school entrance must still be used. Visitors may not enter through the doors of the church.

Friends or visitors of GCA students may not enter the building at end of day.

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

- 1) Slow down when entering the driveway.
- 2) Drive slowly. A maximum of 15 mph must be observed.
- 3) Stay in the driving lanes.

- 4) Do not drive through the parking lanes.
- 5) Watch for children who may walk between cars.

FACULTY & ADMINISTRATION APPOINTMENTS

Under God's direction and guidance the school administration and staff are here to serve the students and parents of Granville Christian Academy. We welcome parents to be a part of their students' education and see the learning process in action. Therefore, in order to serve our students and parents in the best manner possible, it is important that administration and staff know when a parent might be coming by to visit the classroom or to talk with them about a concern.

Teachers are available to meet with parents during a planning period they may have during the day. Our teachers plan their day to give your students the best education possible. Without a planned visit, the entire classroom is affected by time constraints, and students are unable to receive the full benefits of the teachers' scheduled activities. Please consider this when you need to see your student's teacher, and call the school office to leave the teacher a voice mail. They will return your call during a time that will not interfere with classroom activities.

The Administration is available to meet with parents during the school day. Working with students and staff, school planning, scheduled events, and meetings can make it difficult for the administration to serve as effectively and efficiently as possible without knowing when a break might occur in their day. Please consider this when you need to see them, and call to schedule an appointment when you need to talk with one of them.

Family time is so very precious to you and your family, and hours spent after school are used to share special times and tend to family needs. We ask that you realize the employees of Granville Christian Academy cherish those same times with their families as well, and trust you will respect their time away from school:

- *Please refrain from discussing school issues at sporting or other school events in which employees are there to watch their own children or their students.*
- *Please refrain from calling employees at home without their permission to do so, or unless there is an emergency. *Emergencies exist when conditions make it impractical or impossible to delay a message. *Emergencies are not questions regarding dress down days, test scores, issues with teachers whether or not school is closed for the day, or shopping trip for a school event, etc.*

GRIEVANCE PROTOCOL

THE MATTHEW 18 PRINCIPLE

(adapted from Association of Christian Schools International)

A school is made up of parents, students, teachers, staff, and administrators. Although Granville Christian Academy is a Christian school, like any other group of human beings, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. However, it is God's will that we live and work in harmony. In John 14:34, Jesus said, "A new commandment I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another." Parents may sometimes have concerns with the GCA administration or staff. It is imperative that everyone remain biblical in the way in which these concerns are addressed. Matthew 18:15 & 16 tells us, "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses."

Discussing concerns with the individual GCA employee with which you have the concern is productive and proper, and steers away from gossip. Discussing your concerns with individuals other than those with which you have a concern leads to gossip, slander, untruths, hurt feelings, and no solution.

Jesus taught several clear principles for solving people-to-people problems, and GCA desires that all individuals involved with our school use those principles to settle grievances with the following:

- 1) **KEEP THE MATTER CONFIDENTIAL** – The pattern of sharing a problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. Proverbs 11:9 says, *“The hypocrite with his mouth destroys his neighbor, but through knowledge the righteous will be delivered.”*
- 2) **KEEP THE CIRCLE SMALL** – *“If your brother sins against you, go and tell him his fault between you and him alone...”* The first step, and most often the only step needed in solving a person-to-person problem, is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level.
- 3) **BE STRAIGHTFORWARD** - *....show him his fault....* Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when issues are lovingly, yet clearly presented. Proverbs 27:6 says, *...faithful are the wounds of a friend....* Confer with the individual with whom you have a concern, showing restraint and respect.
- 4) **BE FORGIVING** - *....If he listens to you, you have won your brother over.* These words imply that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 tells, *“If someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted.”*

...if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If you are not satisfied with the outcome of your conference, and the concern is with a staff member, parents should confer with the superintendent or principal. A conference will be scheduled with the administrator or principal, the parents, and the staff member. Both parent and teacher should rehearse their version of the issue with the school administration. Each party should come to the meeting in a spirit of prayer and humility, willing to submit to reproof and correction if necessary. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among individuals who are sensitive to godly principles will most often reach an amiable solution.

If this conference does not resolve the concern, the parents may confer with the school board.

- 5) If the concern is originally with the principal, parents should follow the principles, and if not resolved, parents should confer with the administrator.
- 6) If the concern is originally with the superintendent, parents should follow the principles, and if not resolved, parents should confer with the school board.

In summary, the Matthew 18 Principle requires that parents talk with teachers about student problems before they talk with administration. If unresolved at that level, the matter is prayerfully and in an orderly manner moved upward in the school’s organizational structure. This is the Lord’s way of solving people-to-people problems.

A Christian school is a ministry in Christ’s name, and everything done in the context of the school must be done Christ’s way, and not in the inappropriateness of the world’s way. Bringing gossip, slander, lawsuits, and the like

against the school or persons in the school is a secular idea that has no place in the Lord's work. The Bible is clear in I Corinthians 6:1, "*If any of you has a dispute with another, dare he take it before the ungodly for judgment instead of before the saints?*"

The normal harmony and good fellowship we find in Christian school education can be destroyed if we permit Satan to have a foothold. However, when we follow the Matthew 18 Principle in solving school issues, we do not work in the flesh as Satan would have us do, but instead work through God, giving Him all the power, honor, and glory to help us work through our differences.

PARENT INVOLVEMENT AREAS

PARENT SERVICE HOURS

Funding and family involvement are important components that allow Granville Christian Academy the capacity to provide each student with a variety of opportunities for growth. Much of the success of the academic and extracurricular programs at GCA depends upon the personal involvement of individuals to get the job done. Successful Christian schools throughout the country share the common characteristic of a high level of parental involvement. Each family that enrolls a student in a Christian school has done so because they desire more for their child. This desire can only be attained when schools and parents work together as a team. GCA has a need for volunteers during school hours, as well as during evenings and weekends. Volunteers are needed for tutoring, lunchroom assistance, recess monitoring, room parents, assisting teachers, concession help at sporting events, and much more.

Each family at Granville Christian Academy is required to participate in a minimum of 25 hours of service work during each school year. Grand-parents are also welcome to assist parents in fulfilling these hours. **If a minimum of 25 hours is not recorded for a family by May 1st of the school year, or if the remainder of the 25 hours is not scheduled by May 1st to be completed by the end of the school year, the family must purchase their service hour time.** The rate of unfulfilled hours is \$20.00 per hour. Therefore, a family may choose to work their service hours, or to provide the funding for the school to hire others to carry out specific school needs. If neither option is met by May 1st of the school year, the student's registration for the following school year becomes void, and the student will be unable to return to GCA the following school year until the hours are paid, not worked. **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 either be notified of areas where help is needed, or they may call the PTF Service Hour Coordinator for information. Service hour forms can be found in the PTF mailbox outside the school office. When an increment of the required hours is fulfilled, a service hour form must be fully completed and returned to the PTF box outside the school office.

Granville Christian Academy believes that family and fellowship are essential ingredients to a Christian lifestyle. Children spend almost as much time at school during the school year as parents spend at their jobs. It is a place where they meet friends and create their own niche. GCA believes it is necessary to be in touch with your child by being a part of their world. We also believe that every parent and child will benefit from the time invested in this common family interest, that interest being our school. Parents will fellowship with other parents in an environment conducive to teaching their children godly characteristics, godly choices, and a godly lifestyle. Together, with servants' hearts, we will grow stronger in the Lord.

CLASSROOM PARTIES

Classroom parties during school hours are a fun part of school days that students, parents, and teachers look forward to and enjoy. We encourage parents with students of all ages to join in these activities.

FIELD TRIPS

Teachers at Granville Christian Academy are encouraged to take their classes on field trips to enrich the learning process. 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. The teacher must be informed if the parent does not want their student to participate.

Elementary students who are not participating in a field trip should not be sent to school during the designated hours for the field trip as their teacher will be on the field trip with the class.

High school and middle school students should be sent to school if they are not participating in the field trip.

Parents, guardians, or grandparents driving on field trips must submit a copy of their valid Ohio Driver's License to the school office. Each passenger riding in a private vehicle to and from any school related event is required to wear a seat belt. In addition, all drivers on field trips must return to the school at the end of the field trip if they have any student passenger in their vehicle outside of their own child or grand-child. This procedure must be adhered to even if the field trip will cause a return to school at the close of the day. There can be no exceptions to this policy. We encourage parents and grandparents with students of all ages to join in field trip activities.

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

5th & 6th GRADE CAMP FIELD TRIP – In Spring of calendar years ending in an odd number, students in 5th & 6th grade attend an environmental camp. Teachers and parents chaperone this educational camp grounded in Christian values.

7th & 8th GRADE WASHINGTON, D.C. FIELD TRIP – In Spring of calendar years ending in an even number, students in 7th & 8th grade visit Washington, D.C. Teachers and parents chaperone this educational trip.

SENIOR TRIP – In Spring of each calendar year, senior students participate in a trip consisting of service work and site seeing before their graduation. Parents and school staff members chaperone this trip.

FUNDRAISERS

Granville Christian Academy plans fundraisers throughout the school year to provide additional funding for various areas of the school. Some of these areas include purchasing items for classrooms and teachers to enrich the learning environment, and providing funding for special speakers and special events for students and Parent/ Teacher Fellowship.

PARENT/TEACHER CONFERENCES

Granville Christian Academy schedules Parent/Teacher Conferences two times per school year to discuss academic, behavioral, and general issues relative to students' school success. Parents or guardians will be notified of the conference dates and available time slots, and will be asked to select a time to meet with teachers. Please make every effort to attend these conferences. **All high school and middle school students must attend conferences with their parents.**

In addition, parents and teachers may schedule a conference any time throughout the school year to discuss concerns they may have.

PARENT/TEACHER FELLOWSHIP

The Granville Christian Academy Parent/Teacher Fellowship is an organization designed to build a network of prayer, support, and fellowship between families and teachers. A good parent/teacher relationship is necessary for maximum school success. PTF raises funds to purchase items requested by the teachers that will enrich student's education. PTF also organizes events for teachers such as appreciation luncheons and meals on parent/teacher conference days, and provides many fun activities and special events for our students. Two ongoing fundraisers fully operated by the GCA PTF are Market Day and SCRIPT.

PTF meetings are held to develop strong school ties and new ideas for strengthening the support of GCA. Attendance at meetings will count toward required service hours. Membership is open to all families who wish to further academics and relationships at Granville Christian Academy. Cost of membership is \$5.00 per family, and the membership fees are used to provide a PTF scholarship for a graduating senior.

SCHOOL CLOSINGS AND DELAYS

Granville Christian Academy may cancel school, begin on a delay, or have early release when weather conditions produce hazardous driving conditions or dangerously low temperatures. **Please note that if a starting delay occurs on a Friday for Granville Christian Academy, there will be no Kindergarten classes.**

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

Official notification will also be broadcast over the following media centers:

RADIO

FM Stations -

WCLT	100.3
WBNS	97.1
WCVZ	92.7
WNKO	101.7
WSNY	94.7
WVMX	107.5
WODB	104.3
WJZA	103.5

AM Stations -

WHTH	790
WBNS	1460
WCLT	1430

TELEVISION

WCMH	NBC - 4
WSYX	ABC - 6
WTTE	FOX - 28
WBNS	CBS - 10

WEB ADDRESS

[.newarkadvocate.com](http://newarkadvocate.com)

GCA students represent many public school districts. It is possible that GCA may have school on a day when your local school district may be cancelled or delayed. In this situation, parents should use discretion and determine if it is safe to transport their student to school. Please call the school office if you choose not to send your student. These situations would be considered an excused absence or tardy, and the student is responsible for completing all missed assignments. If both your local school district and GCA are open and not on a delay, your student is expected to attend school on time. An unexcused absence or tardy will be issued if students are not in school or on time under these circumstances.

If severe weather conditions strike unexpectedly during the school day, GCA may release students from school early. In this situation, the cancellation will be broadcast over the above media centers. Please be sure that your family has a well established plan for situations such as these, and be certain that the plan has been fully discussed with your student. Students must be picked up promptly if they will not be riding the bus, as GCA employees must leave early, as well, due to the weather conditions. Phone calls to and from the school should be kept to a minimum in these cases.

SCHOOL ACTIVITIES & EVENTS ON CLOSING DAYS

Granville Christian Academy may have after school activities and evening events scheduled on a day when school has been cancelled. In these cases it is understood that all after school and evening events will also be cancelled unless otherwise notified.

REGISTRATION, ADMITTANCE, & TUITION POLICIES

Granville Christian Academy is a chartered private Christian school financially operating on funds provided by registration, tuition, generous donations, and any fees that may be charged in various areas. Because GCA is chartered by the state of Ohio, we receive funding from the state that may be used to purchase specific items. This funding is a blessing to our school, however, what may purchase with those funds is extremely limited and may not be used for operating costs. The operating budget for the school is based on enrollment tuition. Employee salaries, supplies, and monthly bills are paid from the tuition commitment that families have made. Granville Christian Academy has made a commitment, not only to its students and families, but also to its employees, who are those committed to educating and nurturing our students. GCA is devoted to operating under the Biblical principles of paying what is due to those who are owed, and keeping our school from debt. Romans 13:7 tells us, “*Give everyone what you owe him: If you owe taxes, pay taxes; If you owe revenue, then revenue; if respect, then respect; if honor, then honor.*”

In order to meet our commitments on a timely basis, Granville Christian Academy has adopted the following tuition policy:

REGISTRATION

Registration for the next school year begins in February of each year. In order for registration to be accepted for the upcoming school year, a family must have all current school year tuition paid up to date. Tuition from the previous school year must be paid in full, along with the August payment for the new school year, in order for a student to return the following year and to attend on the first day of school.

In order for a student to be registered, a registration packet must be fully completed and submitted by current and new students.

FOR CURRENT STUDENTS & THEIR SIBLINGS - The registration fee is \$275.00 per student, and \$50.00 of that fee is due at registration and is non-refundable. The remaining \$225.00 of the registration fee is due no later than March 31st. **If a student is withdrawn from GCA on April 1st and later, there will be no refund of any portion of the registration fee.** A student’s position will not be held after that date, and absence of the full registration fee will create an opening for another student wishing to attend GCA.

FOR NEW STUDENTS – The registration fee is \$275.00 per student, and the full fee is due at the time the application is submitted. There will be no refund of any portion of the registration fee at any time for new students. Registration fees cover review of the students’ application and records, any entrance testing, and the family interview.

STUDENT ADMISSION

All new students and their families will be interviewed before final acceptance into GCA. Through prayer and obedience to God’s will, the GCA administration seeks to find the best environment for current students as well as those applying for admittance. The administration does reserve the right to accept or deny admittance to Granville Christian Academy according to what is seen, through God’s direction, as that which best accommodates all parties involved.

TUITION PAYMENT

In order to assist families with the ease of a “no hassle” tuition payment plan, and to aid our school in meeting its financial obligations on time, GCA has contracted with FACTS Management for tuition collection and management. All families attending GCA must pay tuition through FACTS Management, and no tuition payments will be accepted in the school office. A family may choose to have tuition deducted from their checking or savings account, or may use Visa, Mastercard, or Discover for payment. Please note that GCA does not promote credit cards indebtedness in any way. However, for those families who use their credit cards to receive frequent flyer miles, monetary “kick-backs,”

free gifts, etc., we have permitted credit card payments, and these are handled through FACTS Management as well. You may receive full information on the FACTS Management payment process in the school office.

Tuition is paid on a ten month basis at Granville Christian Academy, August through May. If a family chooses to pay the full year's tuition in advance, they will receive a \$100.00 discount per student. Please note that when more than one student in a family is enrolled at GCA, there is a tuition price break. There is no price break for Kindergarten, regardless of the number of students a family has enrolled. August tuition must be paid in order for a student to begin school on the first day of the school year. The first tuition payment in August is due by the date you have designated on your FACTS Management form. Tuition must be paid in full each month in order for a student's position at GCA to remain secured. If tuition is not paid before the last day of a month, parents will receive a tuition arrears letter indicating the amount owed. If payment for the previous month and the current month are not paid in full by the third week of the current month, parent's will receive a letter indicating that their student's last day of school will be the last school day of the current month.

FINANCIAL HARDSHIP

Should a family experience financial hardship that effects their ability to meet the tuition obligation agreement, they may submit in writing to the GCA Superintendent, a request for a temporary change of the tuition policy explaining their situation, and a plan for payment. This information will be reviewed, and the possibility of special arrangements will be considered. If special arrangements are granted, both the parents and the superintendent will have documentation of the specific arrangements made. If the arrangements are not adhered to, the student(s) will be dismissed from GCA.

DRESS CODE GUIDELINES

Granville Christian Academy has adopted an official school uniform as the basis for the K-12 dress code. This dress code is designed to reflect the seriousness of purpose, which each student should bring to their studies. Furthermore, GCA believes that parents or guardians and their students are equally responsible to make dress and grooming choices appropriate to this code.

Uniforms must be purchased only at the following store or through the GCA used clothing store:

**School Days Uniform
79 N. Stygler Road
Gahanna, Ohio 43230
1(800) 627-2409**

The administration of Granville Christian Academy reserves the right to make discretionary decisions concerning this code and individual cases. Students will receive a Communication Form for violations of the dress code. At the discretion of the administration, students wearing attire or accessories out of dress code may be sent home to change once a parent or guardian has been notified, or parents may be required bring proper attire to their student. It is the students' responsibility to approach teachers for assignments, test, or quizzes that were missed due to dress code infractions. Time missed from class due to dress code infractions is considered unexcused. GCA students are to arrive at school in proper uniform attire, as defined by the following dress code guidelines, and are to remain in proper uniform attire until the end of the school day:

GENERAL GUIDELINES for ALL STUDENTS

- 1) The official school uniform must be worn every day, unless special dress down instructions have been approved by the school superintendent.
- 2) Clothing must be in good condition, free of holes, tears, and frays.
- 3) Oversized clothing and/or clothing that is purposely too tight is not permitted.
- 4) All uniform shirts must be buttoned from the second button from the top, down. Collar buttons must be buttoned down, and shirt cuffs must be buttoned unless they are rolled up. (If wearing a tie, the top button of the shirt must be buttoned).
- 5) Long-sleeved shirts may not be worn under short-sleeved shirts.
- 6) Shirts must always be tucked in pants, shorts, and skirts. Shirt hems may not be folded up and under to look as though they are tucked in.
- 7) Pants may not drag the ground, be frayed, or slit on the sides of the hems.
- 8) Pants, shorts, and skirts may not be worn in a "low-riding" position, but must be worn as they are made to fit.
- 9) Shorts may be worn from the first day of school and continue to Thanksgiving Break. Students may resume wearing shorts on the first day after Spring Break and continue through the end of the school year.
- 10) Undergarments must be worn for assured modesty.

- 11) Plain white T-shirts are the only color permitted under uniform shirts.
- 12) A belt is required with uniform pants and shorts.
- 13) The official GCA gray polar fleece jacket, school uniform sweaters, and school uniform vests are the only outerwear garments permitted to be worn throughout the school day. Sweatshirts (pullover, zipped, hooded, etc.), jackets, coats, vests, sweaters, or any non-uniform items are not permitted.
- 14) Apparel at school related activities must be modest and appropriate and must adhere to the dress code guidelines.
- 15) Hair should be of natural colors. Dyeing of unnatural hair colors (burgundy, green, blue, etc.), bleaching, or styles that draw undue attention are not permitted. Any hair coloring should only complement the existing color, thus the natural color remains consistent throughout the entire school year.
- 16) Hair may not be spiked nor worn as a Mohawk look.
- 17) Hair must be kept out of the eyes.
- 18) With all shoes, students must wear a sock, footie, or type of hosiery, in a color that coordinates with the school uniform.
- 19) Tennis shoes, dress shoes, casual shoes, and clogs are permitted. (All students must wear tennis shoes for physical education classes). Slippers are not permitted, however, slipper look shoes must have an actual plastic or rubber hard shoe bottom. Sandals and flip-flops are not permitted.
- 20) All shoe strings must be tied and not merely “tucked” in the shoe.
- 21) Hats may not be worn in the school building during school hours unless a specific type hat day has been approved by the GCA administration.
- 22) Chains (choker chains, wallet chains, dog chains, etc.) are not permitted.
- 23) Black nail polish and black lipstick are not permitted.
- 24) No punk or gothic look is permitted in hair, make-up, jewelry, clothing, or any other realm.

****SENIORS ONLY** – All seniors are permitted to dress down every Friday using the following guidelines:

- Only the official GCA approved senior shirt may be worn on Friday’s. If the senior shirt is not worn, the student must be in uniform.
- Seniors are permitted to wear flip-flops and sandals on Friday’s only if they are dressed down.
- There is no fee for seniors to dress down every Friday.
- All other dress down guidelines apply.

SPECIFIC GUIDELINES for FEMALES

- 1) School uniform shorts, skirts, and jumpers must be no shorter than two (2) inches above the knee.
- 2) Skirts may not be rolled at the waistband.

- 3) Turtlenecks may be worn only under a dress code sweater, long-sleeved oxford cloth shirt, or jumper.
- 4) Undergarments must be worn.
- 5) Earrings are the only pierced jewelry permitted. Any earrings must be actual earrings and not items such as safety pins, paper-clips, etc. Earrings must be worn only in the ear lobe.
- 6) Excessive or inappropriate jewelry will be addressed individually.
- 7) Hair accessories must coordinate with the uniform.
- 8) Extreme or eccentric hairstyles will be determined by the administration and addressed individually.

SPECIFIC GUIDELINES FOR MALES

- 1) No earrings or other pierced jewelry of any kind are permitted at school or at any school sponsored or sanctioned event.
- 2) Hair must be kept clean and well groomed.
 - a) Hair length must be cut and styled so that the hair does not fall into the eyes.
 - b) Hair may be no longer than the bottom of the ear on the sides, no longer than the top of the collar in the back, and no longer than the top of the eyebrows.
 - c) No design may be shaved into the hair, nor are partial or fully shaven heads permitted.
 - d) Extreme or eccentric hairstyles will be addressed individually.
 - e) Sideburns may not extend below the bottom of the ear.
 - f) Boys must be clean shaven at all times. Facial hair or shadow look is not permitted.

DRESS CODE VARIABLES

The following variations are part of the official Granville Christian Academy uniform dress code, and may be mixed and matched as the student chooses as long as they remain within the guidelines that follow this section:

PANTS: Khaki or Navy; pleated or flat front.

SHORTS: Khaki or Navy (girls may also choose the official uniform plaid shorts); pleated or flat front.

JUMPERS AND SKIRTS: Must be the official GCA uniform plaid and must be the official GCA style, i.e. fitted waist jumper and box pleat skirt only.

OXFORD CLOTH SHIRTS: Short or Long Sleeved in Light Blue or White with a button down collar.

POLO SHIRTS: Short or Long Sleeved in Hunter Green, Navy, Red, White, or Yellow; hemmed or banded sleeves.

PETER PAN COLLAR SHIRTS: Girls may choose from either Short or Long Sleeved in Light Blue or White.

TURTLE NECKS: Navy, Red, White or Yellow.

DRESS CODE GUIDELINES FOR SCHOOL SPONSORED EVENTS

DRESS DOWN DAYS

Throughout the school year, there will be Dress Down Days on the 2nd and 4th Friday of each month. Students may dress down for the price of \$1.00 per Dress Down Day. Dressing down is not required, and if a student chooses not to dress down they will need to be in proper school uniform attire. All money collected from Dress Down Days will go toward various school groups such as high school classes for funding toward Homecoming, Prom, and special events, Foreign Language Clubs, Student Council, Athletic Boosters, and causes such as Heartbeats, Salvation Army, etc.

PERMITTED ATTIRE

Students must wear Granville Christian Academy logo T-shirt, hoodies, sweatshirts, or jean shirts. These items may be purchased from the school store. GCA athletic team T-shirts, jerseys, and GCA club shirts may be worn as well. All dress down day shirts must bear either the letters "GCA," the GCA lion, or the GCA logo. Jeans, jean shorts, cargo pants, cargo shorts, warm-up pants, etc. may be worn. Pants and shorts of any kind must be hemmed and in good condition, and pants may not drag the ground. No holes, ripped clothing, or cut-offs may be worn. The "time of year" guidelines and length of shorts for Dress Down Day shorts are the same as for uniform shorts. **All other general dress code guidelines apply.**

GENERAL GUIDELINES FOR SPECIAL EVENTS

The Administration and staff of Granville Christian Academy expects that school standards of modesty and appropriate taste will be observed at school functions such as athletic events, school dances, fundraising events, special dress down days, etc. by both GCA students and their guests. **Guests of students must follow the same guidelines as students.** The school officials in charge of such events reserve the right to exclude any student and/or their guest who do not observe appropriate standards. A student and their visitor will be asked to leave the function or event if their attire and appearance do not strictly adhere to the GCA "Special Events Guidelines" set forth in this handbook. A school committee will approve dresses for formal and informal school dances.

Award events and school concerts require students to wear dress clothes. No shorts, jeans, T-shirts, warm-ups, etc. are permitted.

Field trips require students to be in proper school uniform code. However, teachers will advise parents if other attire is permitted. Students who arrive at school dressed inappropriately for the event or field trip will not be permitted to attend the event. They will not be permitted to leave, change, and return. When the student does not attend the scheduled field trip it will be considered an unexcused absence.

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

- 1) No "punk rock or gothic" type face painting is permitted. Only face painting that would coincide with our mascot such as a lion or paw print is permitted.
- 2) Black nail polish and black lipstick are not permitted.
- 3) No punk or gothic look is permitted in hair, make-up, jewelry, clothing, or any other realm.
- 4) No actual body piercing jewelry or imitation body piercing jewelry is permitted. Earrings are permitted for females only and may be worn only in the ear lobe.

- 5) T-shirts with inappropriate words or innuendos are not permitted.
- 6) All other special event guidelines apply.

SPECIAL EVENT GUIDELINES FOR FEMALES

- 1) Tight fitting and midriff exposing clothing is not permitted at any school function. This includes both formal and informal dances.
- 2) Open back dresses should fall no lower than the small of the back.
- 3) Plunging or revealing front necklines are inappropriate.
- 4) Transparent fabrics may not be worn over the bodice area unless there is a non-transparent fabric beneath it.
- 5) Dresses above the knee should be no shorter than two (2) inches above the knee to assure modesty when lifting the arms or bending forward.
- 6) Dresses below the knee should be designed with a slit that is no higher than two (2) inches above the knee.
- 7) Shorts should be no shorter than two (2) inches above the knee.
- 8) Undergarments must be worn.
- 9) Earrings are the only pierced jewelry permitted, and they must be worn only in the ear lobe. Any earrings must be actual earrings and not items such as safety pins, paper clips, etc.
- 10) Hair should be of natural colors. Dyeing of unnatural hair colors (burgundy, green, blue, etc.), bleaching, or styles that draw undue attention are not permitted. Any hair coloring should only highlight or complement your existing color, thus the natural color remains consistent throughout the entire school year.
- 11) Hair may not be spiked.
- 12) Chains (choker chains, wallet chains, dog chains, etc.) are not permitted.
- 13) All other special event guidelines apply.

SPECIAL EVENT GUIDELINES for MALES

- 1) Shirts are required.
- 2) Boys are to wear appropriate shirts and pants.
- 3) Ties must be worn at school dances unless otherwise specified.
- 4) No T-shirts are permitted to be worn at school dances unless otherwise specified.
- 5) Undergarments must be worn.
- 6) No body piercing jewelry may be worn. This includes earrings.
- 7) Hair should be of natural colors. Dyeing of unnatural hair colors (burgundy, green, blue, etc.), bleaching, or

styles that draw undue attention are not permitted. Any hair coloring should only highlight or complement your existing color, thus the natural color remains consistent throughout the entire school year.

8) Hair may not be spiked.

9) Chains (choker chains, wallet chains, dog chains, etc.) are not permitted.

CONSEQUENCES for DRESS CODE VIOLATIONS

When a Granville Christian Academy student arrives for the school day, and is not dressed according to the guidelines set forth in this handbook, the student will be informed of the violation, receive a Communication Form, and asked to correct the problem. As stated in the “Dress Code Guidelines” paragraph, the student will be sent home to change, or their parents or guardian may be required to bring their clothing to the school. However, the student must remain in the school office until the proper clothing arrives. It is the student’s responsibility to approach their teacher for assignments, tests, or quizzes that were missed due to dress code infractions.

A Communication Form will be issued to students for violations of dress code at school functions or events. Guests of students must follow the same guidelines as students. The school officials in charge of such events reserve the right to exclude any student and/or their guest who does not observe appropriate standards. A student and their visitor will be asked to leave the function or event if their attire and appearance does not strictly adhere to the GCA “Special Event Guidelines” set forth in this handbook. They will not be permitted to leave, change, and return. There will be no re-entry to the same function from which the student was dismissed. The administration reserves the right to take action as they deem necessary for patterns of continual dress code infractions.

ACADEMIC AREAS

ACADEMIC AWARDS

High school students may earn academic awards for any given year by maintaining a 3.5 grade point average in any three of the four grading periods per school year. Awards are as follows:

- 1st year earned – Academic letter and pin
- 2nd year earned – Year bar
- 3rd year earned – Year bar
- 4th year earned – Year bar

ACADEMIC PROBATION

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

- 1) If their overall GPA or their current 9-week GPA is below a 2.00.
- 2) If they receive, on their grade card, the grade of “F” in one or more courses or a 9-week grading period.
- 3) If they receive, on their grade card, the grade of “D” in two or more courses for a 9-week grading period.

The following conditions apply to students on academic probation:

- 1) The probationary period will be for the duration of the next 9-week grading period. (A student who receives academic probation as a result of the grades from the last 9 weeks of the school year will be on academic probation for the first 9-week grading period of the following school year).
- 2) Parents will be notified via letter that their student is on academic probation.
- 3) A student will be removed from academic probation when they no longer meet the academic probation requirements previously listed. Removal will occur only at the end of a 9-week grading period when grade cards have been reviewed and confirmed by the Guidance Office.
- 4) Parents will be notified via letter when their student is removed from academic probation.

Throughout the probationary period, teachers and the Guidance Office 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 consecutive grading periods, the administration will meet together with the student, parents, and Guidance Office 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 their opportunities for academic success.

FAILING A COURSE

High school students must receive a passing grade in their courses in order to receive credits toward graduation. 8th grade students must pass Algebra I if enrolled in that class, in order to receive credit toward graduation. Required courses must be repeated if they are failed. If approved by the school administration, elective courses may be repeated to receive passing or higher grades. No course may be repeated without administration approval. If a course is repeated, the new grade will automatically be the final grade for that course, and will also be the grade recorded on the student's transcript. The final grade for a course will be determined by the grading period grades and the final exam grade as explained in the "Grading System" paragraph.

FINAL EXAMS

Final exams are required in all academic courses. Students receive a "Finals Week Information Sheet," which provides student guidelines and GCA expectations for the week, as well as the Finals Week test schedule.

- 1) Final exams will not be given before the scheduled time, for any reason.
- 2) A student exempting an exam is responsible to verify the exemption before the exam is given.
 - a) No students are eligible for exemption from 1st semester exams.
 - b) For 2nd semester exams Seniors only, are eligible to be exempt from final exams in **any and all** courses in which they have maintained an A+, A, or A- average for the school year, and continue to have an A+, A, or A- average in those same courses at the end of the last 9 week grading period of the school year. **Seniors must confirm each of their exemptions with their teachers.**
 - c) Any 9th, 10th, or 11th grade student (or 8th grade student taking Algebra I and Foreign Language) who has maintained an A+, A, or A- in **each** of their courses on their grade card for each 9 week grading period of the school year, and continues to have an A+, A, or A- in **each** of their courses at the end of the last 9 week grading period of the school year, may choose to exempt **one** final exam of their choice.

These students will be given an exemption card which must be presented to the teacher of the course for which they have chosen to exempt the exam. The teacher will sign the card to approve the exemption and the student must then submit the exemption card to the school office. **In the event of a lost or misplaced exemption card, the card will not be replaced under any circumstance, and the student therefore will be unable to exempt an exam.**

- 3) GCA provides one make-up day for those students who miss an exam due to an excused absence. Students will be notified of the make-up date. However, it is the responsibility of the student to make arrangements to take their missed exam. If they do not make these arrangements, they will receive the grade of "F" (0%) for the exam.
- 4) An unexcused absence for a final exam may not be made up and will result in the grade of "F" (0%) for the exam.
- 5) Parents should refrain from scheduling any vacations or doctor appointments during exam week.

PROMOTION & RETENTION

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

Grades K-4

- 1) Students must demonstrate academic progress and capability in order to qualify for promotion.
- 2) If a student's final grade in two or more core subjects (Language, Math, Science, Social Studies) is an "F" or a "D" minus, the student may be recommended for retention. Teachers will discuss concerns with parents or guardians throughout the school year.
- 3) Students in grades K-4 may be retained one time only at GCA.
- 4) Evaluation for retention includes academic capability, social maturity, and age.
- 5) Parents may be required to provide additional tutoring support for academics.

Grades 5-8

- 1) Students must demonstrate academic progress and capability in order to qualify for promotion.
- 2) If a student's final grade in two or more core subjects (Language, Math, Science, Social Studies) is an "F" or a "D" minus, continuation at GCA may be denied. Teachers will discuss concerns with parents or guardians throughout the school year.
- 3) Evaluation for retention includes academic capability, social maturity, and age.
- 4) Parents may be required to provide additional tutoring support for academics.

Grades 9-12

Please see the "Failing A Course" paragraph for these grade levels.

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

EDUCATIONAL OPTIONS

CAREER/TECHNICAL

Junior and senior students may take courses at the Licking County Career-Technical School (C-Tech). Students must meet GCA's graduation requirements through the end of their sophomore year in order to apply. GCA sophomore students who wish to attend C-Tech may participate in a "Sophomore Hands On" day and then begin the application process. Those who wish to complete their high school career at C-Tech and receive their diploma from GCA may do so.

A Bible curriculum is provided for C-Tech students to complete their Bible course requirements for the GCA diploma. These Bible courses are completed outside of the regular school day. In order to attend C-Tech and graduate from GCA, students must register at GCA in February. The full GCA registration fee of \$250 and an additional fee of \$500 is required to maintain student records and transcripts, purchase and monitor the Bible curriculum, and to validate the GCA diploma. Further information is available in the GCA Guidance Office.

POST-SECONDARY OPTION

Junior and senior students at Granville Christian Academy have the opportunity to participate in Post-Secondary courses at local colleges and universities. These courses allow students to take a particular class at the college or university level, which will fulfill a high school credit requirement as well as provide them with a college credit.

In taking Post-Secondary course work, please be aware that these courses will not affect GPA, class rank, and/or Valedictorian/Salutatorian as the grades received in these courses are not calculated into a student's GPA. However, the credits earned in these courses will be added to the total credits the student has earned in their high school career.

Required high school courses may not be taken in an "Independent Study" manner at GCA in order to take other courses in post-secondary classes. The student may, however, elect to take the required GCA course as a post-secondary course if available to them, i.e. English for English, Government for Government, etc.

Information is available with the GCA College and Career Counselor. Students wishing to apply for Post-Secondary course work must do so during the 2nd semester of the school year prior to the autumn they wish to attend.

GRADE AVERAGES

ELEMENTARY STUDENTS

Granville Christian Academy elementary students will receive grades based upon their performance for each particular nine-week grading period. Final year end grades are based only upon their performance in the last nine-weeks of the school year.

MIDDLE SCHOOL STUDENTS

Year end final grades for middle school students are calculated by averaging each of the four nine-week's grades together.

HIGH SCHOOL STUDENTS

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

- In a semester course, a minimum of one nine-week final grade and the semester grade must be a passing grade in order to obtain a passing grade for a course.
- A minimum of two-nine week final grades in a full year course must be passing grades in order to obtain a passing grade for a course.
- In a full year course, one of the final passing nine-week grades must be in the last nine-weeks of the school year, i.e. a student could receive final quarter grades of F, B, F, and C, and pass the course. However, if they receive F, B, C, and F, they would not pass the course. If one of the two nine-week final passing grades does not occur in the last nine-weeks of the school year, the student will fail the course.
- Both nine-weeks in the 2nd semester must have passing final grades in all Mathematics courses in order to meet pre-requisite requirements.
- If a student fails the second semester of a Mathematics or Foreign Language course, they will fail the entire course even if the average of the 1st and 2nd semester is passing.

GRADING SYSTEM
CLASS OF 2011

Granville Christian Academy Class of 2011 is graded on a 4.33 grading scale. Upon the Class of 2011 graduation, the 4.33 scale will be eliminated. The following shows the letter, percentage, and grade point equivalents that are used on the 4.33 scale:

FULL CREDIT COURSES

A+	100-98%	4.33	GP	B+	89-88	3.33
A	97-93	4.00		B	87-83	3.00
A-	92-90	3.67		B-	82-80	2.67
C+	79-78	2.33		D+	69-68	1.33
C	77-73	2.00		D	67-63	1.00
C-	72-70	1.67		D-	62-60	.67
				F	59- 0	0

HALF CREDIT COURSES

A+	100-98%	2.17	GP	B+	89-88	1.67
A	97-93	2.00		B	87-83	1.50
A-	92-90	1.84		B-	82-80	1.33
C+	79-78	1.17		D+	69-68	.67
C	77-73	1.00		D	67-63	.50
C-	72-70	.83		D-	62-60	.34
				F	59- 0	0

¼ CREDIT COURSES

A+	100-98%	1.082	GP	B+	89-88	.835
A	97-93	1.0		B	87-83	.75
A-	92-90	.92		B-	82-80	.67
C+	79-78	.585		D+	69-68	.335
C	77-73	.50		D	67-63	.25
C-	72-70	.42		D-	62-60	.16
				F	59- 0	0

GRADING SYSTEM
CLASS OF 2012 & LATER

Granville Christian Academy Class of 2012 and later have a grading system based on a 4.0 grading scale instead of the previous 4.33 scale. The following shows the letter, percentage, and grade point equivalents that will be used:

FULL CREDIT COURSES

A+	100-98%	4.00	GP	B+	89-88	3.30
A	97-93	3.80		B	87-83	3.00
A-	92-90	3.60		B-	82-80	2.60
C+	79-78	2.30		D+	69-68	1.30
C	77-73	2.00		D	67-63	1.00
C-	72-70	1.60		D-	62-60	.60
				F	59- 0	0

HALF CREDIT COURSES

A+	100-98%	2.00	GP	B+	89-88	1.65
A	97-93	1.90		B	87-83	1.50
A-	92-90	1.80		B-	82-80	1.30
C+	79-78	1.15		D+	69-68	.65
C	77-73	1.00		D	67-63	.50
C-	72-70	.80		D-	62-60	.30
				F	59- 0	0

¼ CREDIT COURSES

A	100-98%	1.00	GP	B+	89-88	.83
A-	97-93	.95		B	87-83	.75
A-	92-90	.90		B-	82-80	.65
C+	79-78	.58		D+	69-68	.33
C	77-73	.50		D	67-63	.25
C-	72-70	.40		D-	62-60	.15
				F	59- 0	0

HONOR & MERIT ROLL

Granville Christian Academy 3rd through 12th grade students may earn their place on the Honor or Merit Roll each nine-weeks of the school year. Certificates and/or academic letters may be earned at the end of the school year for achieving these levels. See the Academic Awards section on page 53 of this handbook for more information.

“A” HONOR ROLL

- Students must receive an A+, A, or A- on their grade card in all subjects for the nine-weeks.

HONOR ROLL

- High school students must receive a 3.5 GPA and above.
- Middle and elementary school students must receive a minimum of a 90% average.

MERIT ROLL

- High school students must receive a minimum of a 3.0 GPA to 3.49 GPA.
- Middle and elementary school students must receive a minimum of an 83% average.

A student achieving Honor or Merit Roll status in a nine-week period, but having received a D+ and below will be ineligible for the Honor and Merit Roll regardless of their GPA.

TESTING

ACHIEVEMENT TESTING

Achievement tests are given to Granville Christian Academy students in specific elementary grades. GCA does not use these testing results as the deciding factor for promotion or retention.

OHIO GRADUATION TESTING (OGT)

The State of Ohio requires all sophomore students to take the Ohio Graduation Test. Each student must pass all sections of this test in order to fulfill Ohio graduation testing requirements and to graduate from high school. Students are given opportunities through the remainder of their high school career to pass any parts still needed for graduation.

STANDARDIZED TESTING

Granville Christian Academy uses the Stanford and Otis-Lennon Achievement Tests in specific. We view this testing as beneficial for several reasons. Giving students these tests helps to prepare them for standardized test taking for tests such as the Ohio Achievement and Graduation tests, the PSAT, and the ACT and SAT college entrance exams. In addition, this testing enables us to see how our students compare to those students across the country of the same age and grade levels. Reviewing these comparisons assists us in our goal of continually evaluating our curriculum to achieve the highest standards for GCA students.

PSAT, EXPLORE, & PLAN TESTS

These tests are given to GCA high school students during their high school career.

NATIONAL HONOR SOCIETY

The Granville Christian Academy Chapter of the National Honor Society 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 after attending an equivalent of one semester of the Sophomore, Junior, or Senior year at GCA. A minimum 3.5 cumulative GPA or higher on a 4.33 scale for current senior students, and a minimum 3.5 or higher on a 4.0 scale for current junior students and later classes, is needed to qualify scholastically. In addition, the following four criteria are used to determine membership:

- 1) Scholarship
- 2) Leadership
- 3) Character
- 4) Service

Selected students should be involved in various extracurricular activities such as sports, youth group, church, community activities, service work, etc.

“Membership should never be considered on the basis of grades alone, even though a Faculty Council may consider scholarship as the most important of the four criteria. Schools that select members solely on the basis of scholarship are violating the constitution and placing their NHS charters in jeopardy.” *(Taken from the NHS Handbook).*

Membership in the National Honor Society is both an honor and a responsibility. Members are expected to continue to demonstrate the qualities of scholarship, leadership, service, and character by which they were selected. According to NHS bylaws, members who fall below these standards may be dismissed.

STUDENT COUNCIL

PURPOSE

The Granville Christian Academy Student Council is a representative group elected by the student body. The purpose of this council is to promote the objectives of our school through the avenue of student activities. Student Council functions as a vital link between student interests and the staff and administration. In order to operate effectively, 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.

ELECTIONS

Student Council elections are held in May of each year. The newly elected students will serve their term the following school year.

RESPONSIBILITIES

- 1) All Student Council meetings are held before school hours one day per week.
- 2) Maintain open communication between students, staff, and administration.
- 3) Plan, promote, and carry out a variety of student activities.
- 4) Assure that all planned activities reflect the Christian objectives of Granville Christian Academy.

- 5) Provide a channel through which differences between students, staff, and administration can be effectively resolved.
- 6) Participate in educational and community service projects so as to live and serve the Granville Christian Academy motto of, "Preparing Leaders for Christ."

ATHLETIC ELIGIBILITY

It is a goal of Granville Christian Academy to adequately provide for the development of the whole student. This includes the body as well as the mind and spirit. The athletic program at GCA (which includes cheerleading in its definition) provides an effective tool for all of these areas. Along with the obvious physical benefits students may gain in athletics, there are mental and spiritual benefits that can be derived from self-discipline, hard work, teamwork, and the establishment and achievement of goals. It is therefore essential that GCA athletes maintain a high standard of personal conduct, as well as acceptable academic achievement. The following standards for athletic eligibility are established to encourage this balance:

- 1) Each student involved in athletics will receive a bi-weekly eligibility grade that is cumulative.
- 2) Athletic eligibility will be reviewed bi-weekly by the Athletic Director. Students participating in athletics will receive a review in two areas; one for academics and one for conduct.

ACADEMICS

A student is ineligible to participate in athletics when they have one of the following:

- When they have the grade of “F” in one or more classes
- When they have the grade of “D” in two or more classes

CONDUCT

When a student participating in athletics receives detention, the following protocol will apply:

- **1st Detention in a nine-week period** – the student will meet with the Athletic Director.
- **2nd Detention in a nine-week period** – the student will not be permitted to practice with their team for two days.
- **3rd Detention in a nine-week period** – the student will be dismissed from the team.

ELIGIBILITY REQUIREMENTS

- 1) A student must be currently enrolled in GCA as a full time student.
- 2) A student must have received passing grades in a minimum of five one-credit courses or the equivalent thereof, in the immediately preceding grading period.
- 3) Eligibility for each grading period is determined by grades received in the preceding grading period. Eligibility for fall sports will be determined by grades at the end of the last grading period in the previous spring.
- 4) Semester and yearly grades have no effect on eligibility.
- 5) Summer school grades may be used to substitute for failing grades from the last grading period of the regular school year.

INELIGIBILITY RULES

- 1) A student has both an academic and conduct issue. In these cases the student may not participate on any athletic team for one week from Tuesday to Tuesday.
- 2) A student has failed two or more subjects at the end of a grading period. The student may not participate on any athletic team for the entire succeeding grading period.
- 3) Students falling below the minimum 2.0 grade point average will be ineligible to participate in athletic activities during the succeeding grading period.
- 4) A student is on an in-school or out-of-school suspension. Students will be evaluated on the same above stated criteria at the end of any probationary or suspension period.
- 5) The GCA superintendent or principal reserves the right to suspend or remove a student from athletics for academic or conduct issues, as they see fit, and may use reasons and suspension or removal time frames outside of those listed above.

Violators of these rules are subject to Granville Christian Academy's normal disciplinary procedures. Other rules pertaining to athletics are found in the school's Athletic Handbook.

FELLOWSHIP of CHRISTIAN ATHLETES

Granville Christian Academy is a member of the Fellowship of Christian Athletes and provides a chapter for students who participate in the GCA athletic program. Member students attend regular meetings to discuss spirituality and keeping your witness in athletics and in life, developing good sportsmanship, prayer time, and special speakers.

GRANVILLE CHRISTIAN ACADEMY **COMPUTER NETWORK USE POLICY**

The Granville Christian Academy Computer Network is defined as computers, both networked and standing alone, imaging equipment, on-line access, all software, and equipment. The GCANET is established for the educational use of GCA students. The use of the network is a privilege and not a right. The school regulates access to, and the use of, its computers by principles consistent with the educational mission of the school and the rules and expectations published in this handbook.

All classrooms at GCA are equipped with desktop computers. In addition, the school has a mobile laptop computer laboratory, which uses the self-contained keyboard and mouse especially designed for technology training in grades K-12. **A student who desires access to a laptop or classroom desktop computer for assignment purposes only, and is not part of the lab class or other classroom class at the time, must have permission from the system administrator and sign out their computer in the computer lab.** All students are expected to conduct themselves on the computer system in the same manner as elsewhere in the school.

GCANET RULES

- 1) Users are required to avoid actions which are illegal or unkind, i.e. libel, slander, vandalism, sexual harassment, theft, inappropriate access, personal attacks, invasion of privacy, etc.
- 2) Chain letters, pyramid schemes, forwarding or replying to contests, fast cash schemes, mass mailings, and things of similar content are highly wasteful of network resources and totally forbidden on the internet and GCANET.
- 3) Students found in willful and/or persistent violation of these guidelines will have their GCANET privileges revoked and may face further disciplinary action. This includes liability for their families for all costs necessary to remedy the problem created.
- 4) Students may not use the GCANET to access inappropriate materials found on the Internet.
- 6) Students may not use the GCANET to access Facebook, Twitter, Instant Messenger, My Space, personal E-mail, etc. or any other items of such nature or personal communication. In addition, students may not use the GCANET to access YouTube or any other similar sites.
- 7) Violators of the GCANET rules will lose all on-line privileges. The administration reserves the right to make further disciplinary decisions regarding abuse of the GCANET, as deemed necessary.

Granville Christian Academy has made, and will continue to make, every effort to block inappropriate sites by using software designed for that purpose. However, there is no software that offers 100% protection from inappropriate materials, and therefore students must exercise responsibility and integrity when using on-line services.

INTERNET USAGE

Generally, the following hierarchy will prevail in governing access to the Internet:

- 1) Class work, assigned and supervised by a faculty member.
- 2) Class work, specifically assigned but individually conducted.
- 3) Training (use of such programs as typing tutors, etc.)

On the Internet there is no central authority, so each site is responsible for its own users. Complaints received from other sites or from individuals regarding any of our users will be fully investigated and appropriate disciplinary action will be taken as the situation merits.

PRESERVATION of RESOURCES

Programs and information may not be stored on the GCANET system without the permission of the system administrator. Each student is permitted reasonable space to store personal files required of their computer classes. This will be mandated by the system file quotas. Granville Christian Academy reserves the right to require the purging of files in order to regain space if necessary. Student use of the GCANET resources is governed by the expectations of common courtesy and mutual respect, which govern the other rules of the school. Users having the more pressing need for the resources have priority.

GRADUATION

GRADUATION BACCALAUREATE and COMMENCEMENT PREPARATION

Granville Christian Academy holds Baccalaureate and Commencement exercises for its graduating seniors on the first Saturday after final exams.

Caps, gowns, and graduation invitations are ordered through Jostens during the first semester of the school year. The GCA College and Career Counselor will provide order packets to parents or guardians with information on specific ordering dates and approximate costs.

Granville Christian Academy has specifically designed a graduation invitation with our school crest that will be used throughout years to come as a tradition of our school. These will be ordered with the caps and gowns. There will also be various graduation memorabilia items that are available for students to purchase.

GRADUATION CREDITS

At Granville Christian Academy, students begin to earn credits toward high school graduation in 8th grade. Should students qualify through school testing and teacher recommendation to take Algebra I during their 8th grade year, they may do so. They will receive credit toward high school graduation if the course is passed. However, their grade will not be calculated into their high school grade point average.

Granville Christian Academy students must earn total graduation credits as set forth each year in the GCA Curriculum Guide. Credit requirements change in conjunction with the Ohio Department of Education requirements, however, GCA requires a minimum of four credits over the state requirements to graduate.

GRADUATION AWARDS

Granville Christian Academy presents specific awards to senior recipients at the GCA graduation ceremony. These awards recognize exceptional achievement in key areas. In order to be considered for any of the following awards, a student must have been in attendance at GCA for a minimum of two years. The awards and their criteria are as follows:

- 1) **Valedictorian** – the graduating senior with the highest GPA who also displays a lifestyle that reflects qualities based on Biblical standards of conduct.
- 2) **Salutatorian** – the graduating senior with the second highest GPA.
- 3) **ACSI Distinguished Christian High School Student** - the top four graduating seniors chosen by faculty recommendation using the following ACSI criteria:
 - a) The student exhibits a clear Christian testimony and exemplifies bold faith through consistent spiritual growth and maturity.
 - b) The student is in the top 20% of their class in one or more of the following areas: Academics, Leadership, Fine Arts, Athletics, and/or Christian Service.
- 4) **GCA Parent-Teacher Fellowship Scholarship** – the graduating Senior, chosen by the PTF Board, who is evaluated from an application with the following criteria:
 - a) Grade Point Average
 - b) Future school and career plans
 - c) A lifestyle that reflects qualities based on Biblical standards of conduct
 - d) Extra-curricular activities and community involvement

- e) Comments on what Christian education has meant to them
- f) An essay on what God means in their life

5) **GCA Athletic Department Scholarship** – one female and one male graduating Senior, nominated by a coach and chosen by the Athletic Director and coaches, and evaluated on the following criteria:

- a) Must be attending college
- b) Grade Point
- c) Attitude
- d) Leadership
- e) A lifestyle that reflects qualities based on Biblical standards of conduct

Further details can be found in the GCA Athletic Handbook.

DIPLOMA WITH HONORS

The Ohio State Board of Education has approved criteria for a student to graduate from high school receiving a Diploma with Honors. The following advises the criteria set forth.

Each school district shall award the Diploma with Honors to any student graduating who:

- 1) Successfully completes the high school curriculum or individualized education program developed for the student by the high school.
- 2) Demonstrates at least a ninth grade level of literacy and basic competency on the Ohio Graduation Test.
- 3) Meets the criteria for honors provided below. The student who completes the college preparatory curriculum in high school shall meet at least eight of the following nine criteria:
 - a) Four units of English
 - b) Three units of mathematics that shall include Algebra I, Algebra II, and Geometry, or complete a three year sequence of courses that contains equivalent content.
 - c) Three units of Science that develop concepts for physical, life, and earth and space sciences.
 - d) Three units of Social Studies
 - e) Either three units of one foreign language or two units each of two foreign languages.
 - f) One unit of Fine Arts
 - g) Either one unit of Business/Technology and two additional units in (a) through (f) above or earn three additional units in (a) through (f) above.
 - h) Maintain an overall high school grade point average of at least 3.5 on a four point scale up to the last grading period of the senior year.
 - i) Obtain a composite score of 27 on the ACT or an equivalent composite score of 1210 on the SAT with no regard for the writing portion. (This maintains the two scores comparability as qualifying criteria).

AWARD OF MERIT

The requirements listed below have been adopted for the “Award of Merit.” This certificate will be awarded by the State Board of Education to all those who meet the criteria specified. The following advises the criteria set forth for college preparatory students.

A) College Prep Requirements:

- 1) English – 4 units (May include 1 unit of Fundamentals of Speech)
- 2) Mathematics – 3 units (Must include 1 unit of Algebra and 1 unit of Geometry)
- 3) Science – 3 units (Must include 2 units of Biology, Chemistry, and Physics)
- 4) Social Studies – 3 units (Must include 2 units of History and ½ unit of Civics or Government)
- 5) Foreign Language – 3 units (Must include no less than 2 units of any language for which credit is sought, i.e. 3 units of one language or 2 units each of 2 languages)
- 6) Complete 2 units from one or more of the following, or 2 additional units from one or more of the areas listed in 1 through 5 above.
 - a) Business
 - b) Computer Science
 - c) Visual or Performing Arts

B) Performance Criteria:

- 1) Maintain above average attendance for grades nine through 12 (compared to a rolling fore-year state average). For 2009, the four-year state average is 94.20 percent attendance.
- 2) Demonstrate outstanding achievement in the curriculum as evidenced by one of the following: earning the equivalent of an overall grade point average of 3.23 on a four point scale for grades nine through 12; earning the equivalent of an overall grade point average of 3.5 on a four point scale for grades 11 and 12; or ranking in the top 25 percent of the class, whichever is more inclusive.
- 3) Participate in co-curricular, extracurricular, or community activities in accordance with procedures established by the district board of education.
- 4) Demonstrate outstanding citizenship/character traits in accordance with criteria established by the district board of education.

SENIOR PICTURES

Juniors should schedule appointments in the summer before their senior year for senior portraits to be taken for MAJESTY, the GCA yearbook. The deadline for pictures to be submitted for the senior section of the yearbook is November 20th. Students may go to any professional photography studio that will comply with the following specifications:

- 1) One glossy color photo must be submitted for the yearbook.
- 2) For the color section of the yearbook, the photos must be head and shoulders only. (No profiles or any part of

a hand may be showing).

- 3) The photo must have a plain muted background.
- 4) The photos should be 2 ½” wide by 3 ½” high.
- 5) No photography studio name and no student name may appear or be printed on the photo.
- 6) The head size in the photo should be 1 ¾” from the top of the hair to the chin.
- 7) No photos will be accepted for the yearbook of students lying down, standing, outside, or holding pets, flowers, books, coats, sports equipment, or any other items.

GUIDANCE / COLLEGE and CAREER COUNSELING

GUIDANCE COUNSELING

Granville Christian Academy provides Guidance Counseling for students in grades K-12.

- 1) Personal counseling and conflict resolution will be provided by the superintendent and principal.
- 2) Students needing further personal counseling will meet with the superintendent, principal, and their parents or guardians to discuss the circumstances and concerns, with a possible referral to a professional Christian Counselor.
- 3) GCA will work with teachers and parents or guardians to assist students in achieving their best. The superintendent and principal, along with the classroom teacher, will provide academic counseling and will recommend and arrange academic testing when necessary. It is the goal of GCA to work with parents or guardians throughout these processes.

COLLEGE and CAREER COUNSELING

Granville Christian Academy provides College and Career Counseling for students in grades 7-12. College and Career Counseling areas include, but are not limited to:

- 1) Tracking fulfillment of graduation requirements
- 2) Tracking graduation credits
- 3) Scheduling of classes
- 4) Transcript monitoring and processing
- 5) Monitoring academic probation
- 6) Distribution of ACT, SAT, and PSAT information
- 7) Administration of testing and distribution of results for the PSAT, Ohio Graduation Test (OGT), and Standardized Tests
- 8) Providing college Financial Aid information
- 9) Discussing college plans and admissions deadlines with students and parents
- 10) Conducting a career fair for high school students
- 12) Assist the administration in acting as mediator for conflict resolution

STUDENT SCHEDULE CHANGES

Once a student at Granville Christian Academy has made course selections, and the schedule has been approved by the parent or guardian and the College and Career office, there should be very little need for schedule changes. If a student was not scheduled for a course they need because there were scheduling conflicts, or the students' career objectives have changed, that student may apply for a schedule change. The deadline for schedule changes for full year courses is the 7th day of the school year. The deadline for schedule changes for semester courses is the end of school day on the 7th day of each semester. There will be no exceptions to these dates.

The student will first meet with the GCA College and Career Counselor, who will determine whether the change is necessary or is in the best interest of the student. If determined that the class may be changed, the student will receive a "Schedule Change Form." All schedule changes must be made via this form. Parent signatures are required. Changes will not be completed through E-mail or voicemail.

TRANSCRIPT REQUESTS

Copies of student transcripts may be obtained from the Granville Christian Academy Guidance Office. The following guidelines apply to all transcript requests:

- 1) A "Request for Transcript Form" must be completed for each transcript requested. These forms are available through the College and Career Counselor and should be returned there once the form is completed. (If transcripts are to be sent to a college or business, etc., the completed transcript request form, along with any paperwork to be completed by school officials, should be returned to the College and Career Counselor with a stamped, business size envelope addressed to the proper location).
- 2) Transcript requests will be processed within two days of the receipt of the request.
- 3) Students must submit transcript requests at least five school days before the beginning of a vacation or holiday.

MISCELLANEOUS AREAS

BACKPACK/BOOK BAGS

Backpacks/book bags must be left inside the student's school assigned cubby or locker during the academic day. They are not permitted in any classroom, cafeteria, library, or other area of the school.

However, middle and high school students may carry backpacks/book bags to the restrooms to change for Physical Education classes. This is the only exception. Backpacks/book bags used for PE class should not be left in the restroom during PE class, but should be placed in lockers or carried to the gym while in PE classes, and finally back to the lockers before the next class period.

BULLETIN BOARDS & POSTERS

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

- 1) All items to be posted must be approved and stamped by the administration. Items not approved by the administration will be removed.
- 2) An individual or group does not have the right to remove or replace items already posted to make room for their announcement. Please see the school office if you find the bulletin board full.
- 3) All posters and signs must be hung on a bulletin board or displayed on an easel. Any other areas are not permissible.
- 4) All posted announcements must be removed by the group who handled the posting on the day immediately following the event. This keeps the boards and halls orderly and updated, making room for others to share their information.

CANDY & GUM

Gum is not permitted during the school day. Candy is permissible only if a parent sends it in a student's lunch or if the classroom has a party. However, candy should be consumed only during those times, and not during any other part of the school day.

CARE of PROPERTY

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

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

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

CLASSROOM & HALLWAY BEHAVIOR

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

Students should not be in classrooms when there is no class in session, unless a teacher is present or unless a staff member or member of the administration has granted them permission.

ELECTRONIC DEVICES

Use of electronic devices, except for required graphing calculators, is not permitted during the normal daily hours of school operation. This includes, but is not limited to, cellular or digital phones, pagers, personal tape or CD players, personal radios or game devices, walkie-talkie type devices, i-Pod type devices, and headphones. Any electronic item not permitted, but found to be in use during the school day between the hours of 8:15 a.m. and 3:10 p.m., will be confiscated immediately and taken to the school office to be picked up after school. The student possessing the item and the student owning the item will both receive a Communication Form.

****SPECIAL NOTE ON CELL PHONES:** The 1st time a student's cell phone is confiscated it will be kept through the end of the school day and may be picked up by the student at the end of the day. The 2nd time a student's cell phone is confiscated the phone will be kept in the school office through Friday of that week and may be picked up by the student at the end of the day that Friday. A 3rd confiscation in the school year may result in suspension from school.

FIREARMS

Firearms and other weapons, or any object which might be considered, or appears to be a weapon or instrument of violence, are not permitted at any time on school property. If a student violates this rule, the student will be permanently dismissed from GCA.

FOOD & BEVERAGES

Food and beverages are permitted only during lunch periods in students designated lunch areas, or during special classroom or school events. Food and beverages are not permitted at any other time during the school day.

GCA SCHOOL STORE

The official GCA crest was specifically designed for our school, taking in to consideration the GCA motto, philosophy, and standards that make our school unique. Along with the crest, our design packet also contains several logo variations of the crest which allow us flexibility when applying our name to different items. It also contains specific color codes for consistency in the purple, gray, and silver tones of our items. Therefore, all items bearing the GCA name, crest, or logo must be purchased from the school store or from School Days Uniform Shop as designated by the school office.

No student, parent, GCA employee, or GCA coach may go directly to a vendor and design their own GCA item without approval of the school superintendent. The logo, available variations, and consistency of colors provide a continuity that makes GCA identifiable in the community, and provides a “corporate” identity that is easily recognizable.

Items bearing the GCA school logo may be purchased from the school store. Items available in the store are on display in the showcases located in the front foyer of the school. Students and parents should see the GCA office staff to purchase school store items.

HIGH SCHOOL CLASS RINGS

Official Granville Christian Academy class rings are available to students in 9th – 12th grades only. Class rings are ordered through Jostens during the first semester of the school year. The GCA College and Career Counselor will provide order packets to parents or guardians with information on specific ordering dates and approximate costs.

LIBRARY RESPONSIBILITIES

The Granville Christian Academy library functions as an integral part of the overall educational process and exists to serve the K-12 student body and staff as a pleasure reading and resource center. Elementary students will visit the library once per week as a class during an assigned library time. Middle and high school students must have a pass from their classroom teacher in order to visit the library.

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

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

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 should be locked as a preventative measure. The following guidelines apply to locker use:

- 1) Lockers must be kept clean inside and out, and must be free of graffiti, decals, or anything else that would deface it. Appropriate pictures are permitted on the inside.
- 2) No items of any kind may be left on top of lockers or on the floor in the locker areas.
- 3) The outside of lockers may be decorated for sporting events and school activities that have been approved by the administration. Decorations must be removed on the day immediately following the event.

- 4) Regularly remove food, papers, and other trash, and deposit them in the trash receptacles.
- 5) Report any malfunctions of the locker to the school office immediately, rather than attempting to fix it yourself.
- 6) Fully close locker doors and be sure that items are not sticking out of them.
- 7) Locker stops are not legitimate reasons for tardiness to class. A student should acquire everything they need at the first morning locker stop and the stop immediately after lunch.
- 8) Lockers may be inspected several times per year and the student will be charged for cleaning and repairs if they are necessary.

SEARCH POLICY – *The school administration reserves the right to request that any students' locker, book bag/backpack, books, notebooks, pockets, outerwear, or any storage type items be opened at any time if it has reasonable suspicion that the student may be concealing illegal or stolen substances, objects, or property; any items that may be affecting the emotional or physical health of a student or students, or items that oppose school policy. The search policy extends to all school sponsored activities and events both on and off the Granville Christian Academy premises.*

LOST & FOUND

Anyone finding an item that does not belong to them or has no name on it, should turn the item in to the school office. Those items will be placed in the lost and found where students may check for lost items. Any items not claimed by the end of the grading period will be donated to local charities such as The Salvation Army, Goodwill, etc.

LUNCH PERIODS

Granville Christian Academy has a closed lunch policy which means students are not permitted to leave school during lunch except with their parent or guardian. If parents wish to take their student to lunch, they should follow the procedure for early dismissal explained in the, "Request For Vacation/Release Days" paragraph. Closed lunch also means that only parents or guardians may visit and have lunch with students during lunch periods.

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

- 1) Food and beverages are to be consumed only in a students' designated lunch area. No food or beverages should be consumed in any other area inside the building or outside around the building during the school day.
- 2) Students are to go through the serving line in single file, behaving appropriately and in the order in which they arrived in the cafeteria. Running, pushing, or displacing others in line is not permitted.
- 3) After eating, students are to place trash in containers provided, and return to their seats until dismissed by the lunch proctor. Students must leave their tables clean. Students are to comply with other regulations set by the lunch room proctors and the administration.
- 4) All students are to remain in the cafeteria during their assigned lunch period unless the proctors on duty excuse them with a pass.

- 5) The public phone may be used during lunch periods only with the permission of the lunch proctor and a pass. Even then, permission must be granted by the school office.

OUTDOOR RECESS

Students in grades K-6 have outdoor recess after lunch each day if weather conditions permit. GCA students will be permitted to observe outdoor recess when the temperature is at 20 degrees or above and the wind chill factor is at 20 or above. Please keep this in mind as your student selects clothing for the day. As the weather temperature drops, please make sure that coats, hats, and gloves are part of the dress for the day.

PHYSICAL EDUCATION CLASSES

ELEMENTARY STUDENTS

All Granville Christian Academy elementary students will participate in Physical Education classes two times per week. All students will dress in regular school uniform clothing and will wear tennis shoes during PE classes. It is expected that girls will wear uniform pants or shorts. However, if girls choose to wear jumpers or skirts, shorts must be worn under them in order to participate in PE class.

MIDDLE & HIGH SCHOOL STUDENTS

Middle school students will participate in Physical Education classes two times per week and high school students enrolled in PE will participate in class everyday. Both middle and high school students are required to wear black shorts (no shorter than two inches above the knee), GCA short sleeved white T-shirts bearing the GCA crest, and tennis shoes for PE class.

PETS ON PREMISES

Granville Christian Academy realizes that pets are an important part of many families, and know that children enjoy bringing their pets to school for "Show and Tell" or for projects. Many staff members of GCA love pets as well. However, there are students and adults in our building who may be allergic to, or frightened of, animals. In addition, in an unfamiliar environment and the excitement created by children in seeing the pet, the animals could become afraid and injure students through scratching or biting. Therefore, GCA has made the decision that pets are not permitted in or on the GCA premises for the health and safety of all students, staff, and visitors alike.

SCHOOL BUS CONDUCT

Riding the school bus for a GCA student is considered to be an extension of their school day. Behavior on the bus is expected to be in accordance with the same respect and cooperation that is expected of the student while they are at school. The bus driver is to be treated as the person in authority while riding the bus. The GCA administration will cooperate fully with the bus driver in all cases of reported misconduct. Disciplinary action will be taken by the school, as well as possibly by the transportation superintendent, which could result in the suspension of transportation privileges for a student. In instances where there has been difficulty between students who attend GCA, and there has been no bus driver involvement, the administration will research and determine if any disciplinary action should be taken. The following guidelines are provided to assure the maximum safety of all students using the buses:

- 1) Students should choose a seat and remain in it unless permission is granted by the driver to move when the bus is stopped. Under no circumstances should the student be out of their seat while the bus is moving.

- 2) Students may converse in a normal tone, but must refrain from shouting, making loud noises, or in other ways creating a distraction for the driver or a nuisance for others. Students must be especially quiet at railroad crossings.
- 3) Eating, drinking, and gum chewing are not permitted.
- 4) Littering the bus is not permitted.
- 5) Throwing of objects of any kind, either inside the bus or out of the bus window is dangerous and will not be tolerated.
- 6) Window positions may not be adjusted without the driver's permission. Students are not permitted to extend anything out of a bus window at any time. Serious injury could result.
- 7) Students may carry onto the bus only those items that can be comfortably held on their lap.

Parental permission is required for the student to get off the bus at a location other than their designated stop, or to ride a bus other than their assigned bus. Parents must submit a signed note to the bus driver and to the school office indicating the transportation situation.

SCHOOL JACKETS

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

School Days Uniform Shop
79 N. Stygler Rd.
Gahanna, Ohio 43230
(800) 627-2409

When purchasing school jackets please, note that each jacket has a specific design. School Days will advise purchasers of the design, and no changes or variations to any part of the official GCA designs are permitted. Please note that two of our jackets are available to high school students only. Parents and K-8 students have another design available to them. The various designs may be viewed in the cases in the school foyer or at School Days Uniform Shop.

STUDENT DRIVING PRIVILEGES

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

- 1) All student driven vehicles must be registered at the Granville Christian Academy school office by the first Friday of the school year. If a student may possibly drive more than one vehicle, each vehicle must be registered. In addition, if a student begins to drive to school later in the year, they must register their vehicle in the office on the first day that it is driven.
- 2) A parking permit/sticker will be issued at a cost of \$5.00 for each vehicle registered in the school office, and must be displayed in the bottom left corner of the front windshield of the registered vehicle.

- 3) Students must park only in front of Spring Hills Baptist Church in the areas designated by the school office.
- 4) Driving speed in the parking lot must be kept to a maximum of 5 mph.
- 5) Students must keep car radio and stereo volume to a level that can only be heard in the vehicle, and not outside its boundaries.
- 6) Students may not return to their vehicles during the school day without explicit permission and a parking lot pass from the school office.
- 7) Students may not loiter in the school parking lot at any time before, during, or after the school day.
- 8) No student is permitted to drive with other students sitting on exterior of their vehicle, just as no student is permitted to ride on the exterior of a vehicle.

STUDENT TELEPHONE USE

Students may use the phone located opposite the Granville Christian Academy Administrative Offices only with permission from the school office. Calls should be made either before or after school, or during lunch. Please be sure to read the “Lunch Period” section of this hand-book for instructions on leaving the cafeteria. In order for permission to be granted, students must show their pass from the lunch proctor. No calls may be made during class or study hall time. Students are to limit their phone time to three (3) minutes.

STUDENTS & THE TEACHER WORKROOM

The teacher workroom is reserved for staff use. Students are not permitted to enter this area without a pass from the school office. If a student is in the workroom unaccompanied by a GCA staff member or without a school office pass, they will be given a Communication Form.

STUDY HALLS

A student should schedule one study hall during each semester. However, if a student desires to take a class during each period of the day, they may discuss this when scheduling classes.

Rather than scheduling excess study halls, students must seek to broaden their educational experience by scheduling electives. Some classes require more homework than others, and the student should be aware of this when scheduling. The study hall is to be exactly what its name implies. It is provided as additional class time for the completion of school assignments.

The following guidelines will govern all study halls:

- 1) Arrive in study hall on time and with sufficient work and materials to occupy the period. Being tardy to study hall will have the same consequences as being tardy to class.
- 2) Work quietly and alone unless the study hall monitor gives permission to work with another student.
- 3) Study hall is considered a class. Good conduct in study hall is expected just as it is in any classroom. Study hall teachers will complete conduct logs for athletics just as classroom teachers do.

- 4) Passes from other teachers will be honored only after study hall attendance is taken. Students must report to study hall first.

SUBSTITUTE TEACHERS

Substitute teachers are an integral part of our educational process. It is the expectation of GCA that substitutes be given all the respect and consideration of a permanent classroom teacher. Insubordination or disrespect directed toward a substitute will not be tolerated. If a student misbehaves in a substitute teacher's class, they will be under the same discipline guidelines as for a class taught by a permanent teacher. Substitutes are authorized by the school administration to distribute Communication Forms for any wrongdoing as they see fit.

TEXTBOOK RESPONSIBILITIES

All textbooks are the property of Granville Christian Academy. Textbooks are issued to individual students and become their full responsibility until they are returned at the end of the course. Upon issuance, the identification number and the condition of the book are recorded with the student's name. If the student does not return a book or does not return the same book that was issued to them, they will be charged for the replacement of the lost book. Students and parents or guardians should observe books carefully when they are received to note any damage that may have already been done. Students will be fined when books show excessive wear or abuse compared to original issuance.

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

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

TOBACCO PRODUCTS

Students may not use or possess tobacco products at school or school sponsored activities and events. Violators of this rule are subject to the school's normal disciplinary procedures set forth in this handbook.

WORK PERMITS

Many Granville Christian Academy high school students are employed during the school year or during summer break. Work permits are required for working students. These permits may be acquired at the high school office of the student's home school district.

WORK RELEASE PROGRAM

The Work Release Program allows students who are on track for adequate graduation credits to be employed during their high school career. The program is a privilege extended to Juniors and Seniors whose grade point average and current 9-week grade average is 2.0 (C) or better. If at anytime the student falls below this requirement, the program privilege will be revoked.

The student must have a valid work permit and be currently employed to be released. A copy of the work permit and employer information must be on file in the GCA Administration Offices.

Transportation must be provided by the student or the parent or guardian. Students will not be permitted to leave for work with another student. A student may leave school for work no earlier than 7th period. There are no exceptions. No tuition refunds or discounts will be given for work releases.

If a student leaves the employment of the employer on file in the school office, and is unemployed even for a short time, the school office must be notified immediately. That student will then be expected to be in study hall during their normal Work Release periods. If the student acquires new employment, the school office will need the new information on file, and will put the student back in to the Work Release Program. If it is found at any time that a student is leaving school under the guidelines of the Work Release Program and is not working, the student will be considered truant, and will meet with their parent or guardian and the Granville Christian Academy administration to discuss the situation. Disciplinary action will follow the guidelines in the Truancy Policy section of this handbook.