

Gahanna Christian Academy

Elementary Student Handbook



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**ELEMENTARY SCHOOL POLICY HANDBOOK
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GAHANNA CHRISTIAN ACADEMY ELEMENTARY SCHOOL POLICY HANDBOOK

INTRODUCTION

The rules, policies and regulations herein have been formulated as standards for students at Gahanna Christian Academy (GCA). When all students follow these rules, each student will profit from a quiet and orderly school environment where he or she can learn the most. Even more importantly, there will be a greater manifestation of God's presence when the atmosphere is one of decency and order.

The ultimate goal is to develop students into mature Christians who will set even higher standards for themselves than these, and to build self-discipline which eliminates the need for rules other than those contained in God's Word. The Bible is the basis for all rules of Christian conduct and we have sought to apply its principles in the statements of this handbook.

Teachers, parents, and students are to abide by these policies and regulations to the best of their ability. Any complaints or grievances are to be presented to the principal according to the procedures set forth under the Grievance Section of this handbook or as may be separately established by the GCA School Board.

"In Christ are hidden all the treasures of wisdom and knowledge." Colossians 2:3

**Christ is the Center of Our School
The Bible is the Center of Our Curriculum
The Holy Spirit is the Center of Our Motivation
Love is the Center of Our Activities**

PHILOSOPHY

GCA is in existence to work with parents in fulfilling the responsibility to train their children to become men and women of Godly character and obedient hearts. Our goal is to equip our students to follow God's will in their lives and become productive Christians in our society. We do this through a program of sound academic, social, physical and spiritual experiences (Luke 2:40).

II Peter 1:5 tells the order of the emphasis that we must have: (1) Faith in God, (2) then virtue (goodness and character), (3) then knowledge. If kept in this order, God will give the knowledge. This is our emphasis here at GCA.

We believe the Bible is the infallible Word of God and is the source of Truth (II Timothy 3:16-17). Scripture teaches that Jesus Christ is the Creator and Sustainer of all things (Colossians 1:26-27; Hebrews 1:1-10) and all of nature's mysteries point to Him, the Truth (John 14:6).

Proverbs 2:1-6 *"My son, if you accept my words and store up my commands within you, turning your ear to wisdom and applying your heart to understanding, and if you look for it as for silver and search for it as hidden treasure, then you will understand the fear of the Lord and find the knowledge of God. For the Lord gives wisdom and from his mouth come knowledge and understanding."*

STATEMENT OF PURPOSE

Gahanna Christian Academy (GCA) is a vital part of Evangel Temple Ministries and is open to families who desire their children to learn and grow in harmony with the Word of God. GCA presents, without apology, the truth about Jesus Christ as it is revealed in His Word. **Students attending GCA are encouraged and inspired to make lifetime commitments to Christ and to Christian principles under the leadership of the Holy Spirit.** Our school shall clearly emphasize love for country, church, and Christian fellowship and friends.

GCA is viewed as a partner of the Christian homes and the evangelical churches of the community, completing a triangle of Godly influence upon children. We admit students whose families pledge to support the philosophies, purposes, and the Statement of Faith of GCA. Older students must give evidence that it is their personal desire to be enrolled in a Christian school. All school families must be active in a Christian church of their choice.

STATEMENT OF FAITH

GCA serves students from many different denominational backgrounds. We can do this by avoiding divisive issues which render strife and are not central to the Christian faith, while emphasizing the following essential doctrines.

WE BELIEVE...

- The Bible is the inspired and only infallible and authoritative written Word of God.
- There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His Ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years.
- In the Blessed-Hope--the rapture of the Church at Christ's coming.
- The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- Regeneration by the Holy Spirit is absolutely essential for personal salvation.
- The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.
- The Baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
- In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

ACCREDITATION AND AFFILIATION

Our school is a member of the Association of Christian Schools International (A.C.S.I.). We are also fully accredited by the State Department of Education.

TEACHERS

Teachers at GCA are all born again Christians fully committed to the Lordship of Jesus Christ. They also meet the certification standards set by the State of Ohio as well as the standards of the school regarding Christian testimony and lifestyle.

CITIZENSHIP PLEDGES

We feel that it is important that children learn to recognize their responsibility to their country, to God, and to His Word as this helps to develop Christian and American Citizenship. We ask that you help your student memorize the following pledges:

Pledge of Allegiance to the American Flag

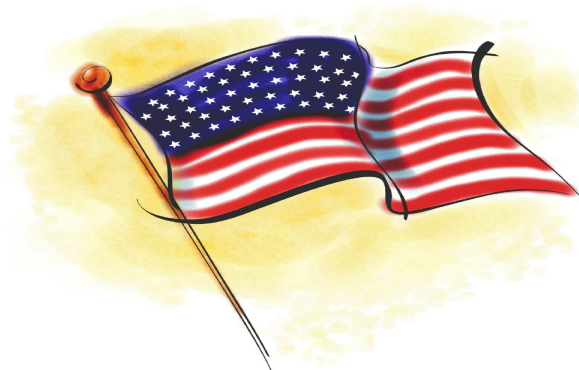
“I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.”

Pledge of Allegiance to the Christian Flag

“I pledge allegiance to the Christian flag and the Savior for whose kingdom it stands. One Savior crucified, risen, and coming again with life and liberty for all who believe.”

Pledge to the Bible

“I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet, a light unto my path, and will hide its words in my heart that I might not sin against God.”



Admission and Registration

GCA welcomes all applicants of good character with acceptable academic standing, regardless of race, color, or national origin. We believe when the family, school, and church are working in unison, the growth of the whole child will be accomplished. When the family does not believe or live out at home the Biblical foundations taught at GCA, seeing two different standards will confuse the student.

The policy of GCA is to continue to follow the practice of racial non-discrimination and justice in its enrollment procedures.

REGISTRATION

Registration packets are available online or in the school office. Registration is not complete until all forms and fees have been received. **Fees are non-refundable.** When all forms are received, each student is tested for grade placement and a family interview is held.

New Student Registration and Admission Procedure:

The following must be submitted prior to testing:

1. Registration form and all fees
2. A photocopy of each student's birth certificate
3. A photocopy of most recent report card
4. Pastor's Recommendation form completed and signed by your pastor
5. Completed Record's Release form
6. Photocopy of most recent immunization records
7. School Administrator's recommendation form signed and completed by student's current principal.
8. A photocopy of most recent SAT or OAA test results.
9. Emergency Medical Authorization Form

Ohio Educational Choice Scholarship recipients

In the addition to all of the above, Ohio Education Choice recipients will also need to submit proof of residency (i.e. utility bill, lease agreement) and the Ohio Ed-Choice application, or the renewal form.

Kindergarten Student Admission

Prospective kindergarten students must be five years of age by August 1 of the school year. The board shall admit a student to kindergarten who meets the necessary standards as determined by the board-adopted Early Entrance Standardized Testing Program. (S.B. 140, Section 3321.01 A)

Prospective first graders must be six years old on or before August 1 and have successfully completed an approved kindergarten program or found to be developmentally ready for grade one as defined in S.B. 140, Section 3321.01 (C).

The principal and/or superintendent will interview students and parents after all forms are completed. Students and their families shall be admitted on the basis of their agreement with and positive response to the purpose and philosophy of our school ministry. One parent and preferably both parents must be born again Christians. After evaluation of all factors, the Admissions Committee will inform the parents of the student's admittance or non-admittance. The principal will assign students to the proper grade, based on interview, cumulative records, testing and any other applicable criterion.

A nine-week academic and behavioral probationary period will apply to all new students.

REENROLLMENT

Enrollment will first be opened to all current families. Registration is not complete until all forms and fees have been received. A current family will not be allowed to register for the next school year if they carry a past due balance on any of their accounts (tuition, food service, extended care, sports fees, etc.). If a family's account should become past due after their registration has been accepted, their account must be paid in full before the new school year begins in order for their student to begin attending classes. Failure to make payment in full will result in the loss of their student's secured placement and their registration fees will be transferred to their past due account.

CHANGES IN PERSONAL INFORMATION

Parents are to report any change in their home address or telephone number to the school office. Any other major changes in the information recorded on the registration forms are to be reported to the office immediately.

WITHDRAWAL

Before a withdrawal can take place, the school office must be notified of said withdrawal date. Tuition will be charged until such notification is received. Upon withdrawal from GCA, and receipt of written request from the school to which the student is transferring student records will be forwarded.

TUITION PAYMENTS

Gahanna Christian Academy is contracted with FACTS Management Company. FACTS is an automatic tuition payment program where the tuition payment is withdrawn from a designated bank account. Payment options are as follows:

1. Payments in Full – This payment is made directly to the school and will entitle you to a 4% discount. You will receive an invoice from the school in July. Payment is due August 20. No post dated checks will be accepted. If for any reason a check is returned unprocessed by the bank, a \$25.00 charge will be added to the bill due.
2. Semi-Annual Payments through FACTS – These two payments are due on August 5th or 20th and January 5th or 20th and will entitle you to a 2% discount. If choosing this option, you must sign up with FACTS Management Co., who will handle both payments of this plan. There is an enrollment fee.
3. 12 Monthly Payments through FACTS – Parents elect to pay tuition on either the 5th or 20th of each month through the FACTS Payment Plan. There is an enrollment fee and the first payment month is August.
4. 10 Monthly Payments through FACTS – Parents elect to pay tuition on either the 5th or 20th of each month through the FACTS Payment Plan. There is an enrollment fee and the first payment month is August.
5. Credit Card Payments through FACTS – Parents may pay using Visa or Master Card. In addition to the FACTS enrollment fee, there will be a Convenience Fee for each payment associated with this option.

Access to student grades will be closed until all accounts are paid in full. Grade cards and academic records will not be transferred until all accounts are paid in full. During the school year, accounts must be kept current for parents to view student's grades online through InfoDirect. Final grades will be available to view online through InfoDirect. Providing the family's accounts are paid in full. Access to InfoDirect will be opened mailed when payment in full is received.

ACADEMIC PROGRAM

Gahanna Christian Academy is a spirit-filled outreach of Evangel Temple Assembly of God Church. It was founded to train and establish children in the Lord. GCA meets the requirements outlined by the Minimum Standards for Ohio Elementary and Secondary Schools prepared by the State of Ohio Department of Education.

CURRICULUM

Faculty members select curriculum after careful examination and study. GCA utilizes mostly Christian curriculum in its academic program. Christian textbooks are selected on the basis of academic quality and degree of Spiritual/Biblical integration. Non-Christian textbooks are selected only after careful review for conformance with GCA's Christian philosophy and it is determined that a comparable Christian text of equal quality is unavailable.

TEXTBOOKS

Students will be issued textbooks with appropriate workbooks during the first week of school. Students are responsible for the care and upkeep of all textbooks and materials. **All textbooks are the property of GCA with the exception of the consumable workbooks.** Students are responsible for damages to all books and will be charged a replacement fee for lost or damaged books.

GRADE CARDS

As students learn to work to please the Lord (Col. 3:23), achievement and grades will reflect that effort. Because each student is different, we discourage comparing one student's grades with those of another student, especially within the family. Rather, ask whether each student is reaching his or her own potential.

A grade card is available for viewing online at the end of each nine-week grading period as designated on the School Calendar. Grades are explained on the report card. Students who are working below grade level are evaluated with consideration for improved progress. Such evaluations involve the input of the classroom teacher, the remedial reading teacher and/or the academic assistance tutor if applicable.

****SPECIAL NOTE:** Grade cards will not be available for online viewing to students who have:

- An outstanding balance for tuition, extended care, or food service account
- A class or sports fee due
- Fundraising money due
- Overdue library books or library fees
- Fees owed for lost or damaged textbooks
- Sports uniformed not returned
- Miscellaneous outstanding payments due

INTERIM REPORTS

Interim reports can be viewed online through your School Dynamics account.

GOLDEN APPLE AWARDS

Students in, grades 3, 4 and 5 who receive all A's and B's and S's and O's will be honored for their academic excellence at the end of the year during our Awards Assembly.

STANDARDIZED ACHIEVEMENT TESTS

The Stanford Achievement Test is given to all Elementary Students in April/May so that we might better assess our teaching standards and practices. This is a week-long test and it is important that all students be in attendance on these days as no make ups will be given. Please do not schedule vacations and appointments during this time. Students should come to school well nourished and well rested in order to do their best.

ACADEMIC ASSISTANCE PROGRAM

A remedial reading teacher will be available to work with at-risk students on a limited basis. With parental approval, students recommended for the program are tested and scheduled for small group or individual tutoring sessions outside the regular classroom.

WINGS

WINGS is a program designed to enrich the academic environment of identified gifted and talented students. The Wings program endeavors to provide students with increased intellectual stimulation and creative challenges necessary to reach their fullest God-given potential. Selection for this program is based on achievement test scores and classroom performance.

HOMEWORK

Homework can be beneficial in reading for grades K-3, and helps develop the discipline of homework in grades 4-5. Based on research, homework is most effective when the child is familiar with the subject and it's not too complex. Homework assignments should reflect the following criteria:

- preparation (gathering information for a project),
- practice (reviewing subject matter),
- extension (discovering new ways to use old information),
- creativity (using the arts to communicate ideas).

It is our desire for your child to spend his/her time after school doing activities that develop healthy habits such as exercise, spending time with family, reading a book of his/her choice, doing ministry work, having devotional or prayer time. We want to encourage you to make the after school time a time to spiritually and physically benefit your child(ren).

To support you in making this happen, our homework policy will help you balance school work and after school activities. Our homework may be in the following areas:

- Any unfinished work from the current day,
- Daily reading,
- Bible Memory Verse,
- Spelling words,
- Math
- Special Projects

Special Projects will have their time budgeted over several days with a beginning and ending date. Our desire is for your child to only spend a combined total of about 30 minutes a night on homework which would include all subject areas and teachers. Homework or projects will not be assigned on: Wednesdays, during holiday vacations, concert or program nights, nor during or within 2 days after any Standardized Testing. You child is not required to complete any homework unless it is posted in Info-Direct and/or written in the daily planner (grades 3-5).

STUDENT PERFORMANCE

Students are encouraged to make a *PACT* together to achieve his or her maximum potential at school, as well as form a sound foundation for adult life.

Pray God answers prayer. Students who seek the Lord's help will receive a supernatural flow of the Holy Spirit. If the Spirit of God is powerful enough to renew minds, then He will also greatly enhance learning. *"Pray without ceasing"*. I Thessalonians 5:17

Attend Classes Students cannot benefit from school when they are absent. Attendance is a must. Students jeopardize their success when absent for vacations, medical appointments, etc. Academic success rests upon dependable, regular attendance. and is worth sacrifices and adjustment of individual or family schedules.

Come Equipped It is a student's responsibility to be equipped for class. Just as the workman must have his tools to succeed on the job, so the student must have his textbooks, notebooks, assignments, pencils, etc. to succeed at school. To help GCA students learn this responsibility, no deliveries (books, gym clothes, etc.) will be accepted during the school day. Ten minutes are provided from 8:35 to 8:45 for the student to attend to these details. All preparations are to be completed by the 8:45am bell.

Try Hard Students must give an honest effort in their learning experience, especially in completing assignments. Teachers and staff are here to assist in the learning process, but no learning happens unless the student makes an effort to learn.

"Study to show thyself approved unto God, a workman that need not to be ashamed, rightly dividing the word of truth". II Timothy 2:15

ACADEMIC DETENTION

Academic Detention will be used for 5th grades and above. Academic Detention is not to be confused with a Disciplinary Detention. The purpose of Academic Detention is to compel a student to take time to do the required work that has been neglected or poorly done.

Academic Detention will be held on Saturdays from 9:00 to 10:00 a.m. Parents will be notified at least two days prior to the detention. Notices received by the student on Monday, Tuesday or Wednesday will be served on Saturday of that same week. Notices received on Thursday or Friday will be served on the Saturday of the following week. Parents must have their child at GCA a few minutes before 9:00 a.m. and pick them up promptly at 10:00 a.m.

PROMOTION and RETENTION

- A parent or teacher may recommend retention for a kindergarten student if the student is not academically, socially, or developmentally ready for first grade.
- A student shall be retained in the first or second grade if deficient in reading, or is failing in math and is also exceptionally low in reading. The heaviest emphasis in first and second grades shall be placed on reading.
- A student shall be detained in all other grades if failing in any two academic subjects. If there is need for an exception to this rule because the student is below average or for other reasons such as social maladjustment, the teacher should confer with the principal.
- Promotion may be possible upon the completion of summer school. This determination can only be made after completion of the summer school session. Promotion or retention decisions are to be made by the administration.
- Generally speaking, a student should not be retained more than twice in the first six grades or more than once in the 7th or 8th grades.

PROMOTION and RETENTION (cont.)

- A student may be detained in any grade at any time, even with low passing grades, if the teacher, principal, and parent agree it will be beneficial to the student.
- Following sound principles of guidance, it is our policy not to advocate the skipping of grades.

LIBRARY

Use of the library is reserved for study, independent reading, or story time. To facilitate such use, students must remain quiet out of respect for others using the library facilities. In addition, the following standards apply:

- Books may be renewed for an additional week or longer with special circumstances i.e., book reports, research papers, etc.
- Reference materials such as encyclopedias do not circulate and cannot be checked out.
- After a routine schedule has been established for the school year, overdue notices will be given for books not returned or renewed on the due date. Students will forfeit their recess until the book is returned. If a student receives two overdue notices in one month they will lose their privilege for casual day that month.
- The cost of replacing lost or severely damaged books will be charged to the student who checked them out.
- Students with overdue books or unpaid damage fines may not check out additional books.
- Any student with overdue books or unpaid damage fines at the end of a grading period will be blocked from receiving their grade cards or information from InfoDirect.

CHAPEL SERVICE

Elementary students and staff meet together for a weekly chapel service. This is the most popular on-going event during the school year as we come together to praise and worship God. Parents are invited to be a part of this special worship experience.

PHYSICAL EDUCATION CLASSES

Elementary students have sixty minutes of gym class each week. Students in First through fifth grades are required to wear the official GCA gym uniform, which can be purchased at your local School Days uniform store. Elementary students are to wear their gym uniforms to school. On cool days, GCA sweats in good condition are to be worn over the gym uniform. Names should be written on all gym clothes.

COMPUTERS

Computers with internet access are available in all classrooms and are available for use by GCA students and staff. All use of the Internet, including the World Wide Web must be in support of education and academic research and be consistent with the educational objectives of GCA. A Computer Policy Agreement explaining the conditions for computer and Internet use must be signed by the parent and student before they are permitted to use GCA computers and/or access the internet. The GCA Technology Coordinator will maintain and publish a list of students who are not permitted specific access. Violations of the terms of the agreement will result in suspension or revocation of a student's access to the Internet or use of GCA computers. Any action taken by a student that is in violation of school policies and standards will be subject to school disciplinary actions.

ARRIVAL AND DISMISSAL

The school day starts at 8:45 and ends at 3:05 p.m. car pick up begins at 3:00 p.m. Students are not to be on the grounds before 8:20 or after 3:30 without adult supervision. Upon arrival after 8:20 all students will proceed to the playground area --weather permitting. When cold or wet, students are to go directly to their classrooms. ***Any student who arrives before 8:20 or is not picked up by 3:30 will be sent to Extended Care and will be charged accordingly.***

If there should be a change in a student's normal departure routine on a particular day, please call the office no later than 2:00 p.m. to ensure the student is advised in a timely manner.

If a student is to go home with another student, written permission must be granted from both parents. **Special arrangements must be made with the bus company for bus students.** (See school bus standards)

TARDINESS

All students arriving ***after 8:45 a.m.*** must report to the elementary office and be signed in by the person dropping them off. They will not be admitted to class without an admit slip from the office.

It is the responsibility of the parents to see that their student(s) arrives at school on time. The first few minutes in the classroom are important. When a student comes in late, the class is disrupted.

EXCESSIVE TARDINESS

For every four unexcused tardies during a nine-week grading period, students will be given a one-day unexcused absence, and will receive zeros in all assignments for that day. Excessive unexcused tardiness will result in a principal/parent conference.

DROP OFF and PICK UP

Students are to be dropped off and picked up in the designated areas. To ensure everyone's safety **private cars are to use the back parking lot** and school buses are to use the front parking lot. Bus zones must be left clear for the safe movement of both buses and children. **No parking is allowed in the front of the Elementary Building during drop off/pick up times.**

AFTER SCHOOL ACTIVITIES

Students are not permitted to remain after school for home athletic events unless they are under the supervision of a responsible adult.

SCHOOL BUS TRANSPORTATION

Bus transportation is available from several school districts. Parents are individually responsible for contacting the Transportation Department of the school district in which they reside. Parents must sign a transportation contract to be eligible for bus transportation or reimbursement if transportation is not offered. These forms can be picked up in the GCA main office. **For COLUMBUS BUS DISTRICT ONLY** the transportation contract must be signed and returned to the office before September 30 if full reimbursement is desired. Those parents signing a contract after September 30 will not receive full reimbursement. Contact the transportation department for specifics.

TRANSPORTATION REIMBURSEMENT

It is the parent's responsibility to contact the bus district directly, if a request for reimbursement is applicable.

SCHOOL BUS STANDARDS

- The driver is responsible for the management and safety of pupils and for enforcing these rules.
- Changing from seat to seat while the bus is in motion is prohibited.
- Excessive noise, loud talking, or loud laughter is prohibited.
- Pupils shall not use profane or unbecoming language.
- Students may not extend any part of their body out of the bus window.
- Eating or drinking is not permitted on the bus.
- Spitting or throwing objects from bus windows is prohibited.
- Pupils must obey the bus driver's instructions at all times.
- Students will ride assigned buses ONLY. Exceptions will be allowed when the parents have called the bus district for permission, the school district will then inform the school in writing and when notes from both sets of parents have been received in the school office the morning of the day the student is to ride a non-assigned bus. Not all bus districts permit students to ride a non-assigned bus.
- All students in our school system who ride a bus to school are subject to regulations while riding to and from school or on special trips. Any misbehavior that distracts the driver is a very serious hazard to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers. Bus drivers will respond to misbehavior by completing and forwarding to GCA and the parents a School Bus Incident Report. Further incidents involving the same student could result in a permanent suspension from riding the bus to and from school for the remainder of the year.

***SCHOOL BUS DROP OFF/PICK UP IS IN FRONT OF THE ELEMENATARY BUILDING.
KEEP PARKING SPACES IN FRONT CLEAR DURING THIS TIME.***

ABSENCE POLICY

Absence from school is legal for the following reasons under section 3301-51-13 of the Ohio Administrative Code:

- Personal illness
- Illness in the family
- Quarantine of the home
- Death of a relative
- Work at home due to absence of parents or guardian
- Observance of religious holidays
- Family emergency or set of circumstances which in the eyes of the principal, constitutes a good and sufficient cause for absence from school (see family vacation)

Absence for any reason other than those cited above presumably is illegal, constitutes truancy and is unexcused. A grade of zero will be given on work missed during unexcused absences. Persistent absence may result in suspension or dismissal.

REPORTING AN ABSENCE

In accordance with the Missing Children's Act, we require that you call the school office 614-471-9270 extension 2699, to report his/her absence each day of the absence.

A student will be allowed eight days of excused absences each semester without a doctor's excuse. These absences require only a note of explanation from a parent or guardian. If the student is under a doctor's care, a note from the doctor should be sent to the school office.

REPORTING AN ABSENCE (Cont.)

Once a student has exceeded this limit without a doctor's note, the parents will be notified, and all subsequent absences will require a doctor's statement. Exceptions to this policy will only be made in the event of unusual circumstances. Each case will be reviewed by the GCA administration.

RETURNING TO SCHOOL AFTER AN ABSENCE

Upon returning to school, a note explaining the reason for the absence must accompany the student. All absences without a note will be considered unexcused until a note is received.

MAKE-UP WORK

Credit will be given for make-up work for an excused absence. After returning to school, the student will have the same number of school days to complete the missed assignments as the number of days absent. **If a student wishes to make up work during an excused absence, teachers must be given at least a day's notice in order to properly prepare the needed work. Teachers are not to disrupt the class to gather materials to be sent home.**

EXCESSIVE ABSENCE

GCA policy holds school attendance as a high priority. A student's progress is greatly affected by a high rate of absenteeism. A student, who is absent 30 days or more, may not be promoted to the next grade if academic performance does not meet class expectations. A long term illness or injury would require the parent to seek outside tutoring.

INCOMPLETE GRADES

When absent near the end of a grading period, a student may receive an "incomplete" on their grade card for work not yet completed. After returning to school, the student will have the same number of school days to complete the missed assignments as the same number of days absent.

FAMILY VACATIONS

We strongly urge families to schedule family vacations and long weekends during school breaks. The teacher and the principal must be informed in writing one week in advance of any family vacation taken during the school year. All schoolwork must be completed and turned in upon a student's return to school. Parents are encouraged to include an educational visit to a museum, zoo, etc. as part of the trip. The student is expected to share his findings with the class.

EARLY DISMISSAL

When possible, a note should be sent to the classroom teacher in the morning indicating the time and reason for early dismissal. A parent or pre-approved, designated person must sign out the student in the elementary office and pick up a signed release form.

TAKE YOUR CHILD TO WORK DAY

Absences for the "Take Your Child to Work Day," must be prearranged and will be recorded as an excused absence.

SCHOOL CLOSING DUE TO SEVERE WEATHER OR CALAMITIES

If for any reason GCA will be closed during a regularly scheduled school day, it will be announced that morning on local radio and television stations. It will also be posted on our school website. Please do not call the school or staff.

Radio: 104.9 FM The River	610 AM WTVN
88.7 FM WUFM	1460 AM WBNS
95.0 FM WSNY	88.7 AM WRFD
97.1 FM WBNS	

T.V.: WCMH-4	WSYX-6
FOX-28	WBNS-1

No radio or television announcement means school will be in session as usual. Students who ride school buses should watch for that school district's announcement. Student's whose buses are not running will receive an excused absence or tardy.

Early Dismissal

During emergencies and impending bad weather, school will be dismissed early *only* as each school district modifies its bus schedule. Parents may choose to pick up their child early by signing them out in the office.

STUDENT CONDUCT

The school sets certain guidelines for the conduct of students. Students are expected to abstain from the use of drugs, alcoholic beverages, tobacco, and from all forms of entertainment that are morally degrading. GCA does not presume to become a censoring agency for all activities. It does, however, expect tangible evidence of maturing Christian convictions and discerning judgment. One's freedom to get the most from school can only be guaranteed if every student lives within the bounds of school regulations.

In order to secure orderly conduct, any adult staff member or parent volunteer shall have the authority to correct students and shall be supported by the Administration. **The Administration reserves the right to dismiss a student who, in its judgment, does not conform either to the stated regulations of student conduct or to the expressed principles, policies and programs of the school.**

GENERAL STANDARDS

It is the expectation of Gahanna Christian Academy that students will behave in a proper fashion in the classroom and at all school activities. Students who violate the following school standards will be disciplined accordingly.

- Students should live their lives consistent with Biblical standards at school and away, avoiding any conduct that would bring reproach to the individual's or school's testimony.
- Students are to be punctual in attendance to classes, chapel, special programs and appointments.
- Students are to respect and obey all authority. Disruptive attitudes will not be tolerated.
- Students are the school's responsibility from the time they arrive until the time they depart on scheduled school days.

STUDENT CONDUCT (cont.)

- Destructive, critical, and cynical attitudes grieve the Holy Spirit, and will not be tolerated.
- Electronics such as radios, CD players, Gameboys, MP3, I-Pods, DVD players, video games, baseball cards, cell phones, toys or any other items that will create a distraction are not permitted during class time except with special permission from the classroom teacher.
- Regular playing cards are not permitted at any time.
- Students are not permitted to leave the school property during school hours without special permission from a parent or guardian and must be accompanied by a staff member or supervising adult.
- All students are expected to have a positive attitude toward the dress and discipline codes of the school. Students must recognize and acknowledge that they have been granted a special privilege and that there are frequently special sacrifices made by parents to convey this privilege. Students demonstrate their recognition by their behavior and attitude toward GCA, its administration and staff, their fellow students, and parents.



INFRACTIONS

A conference between the student and teacher or principal will handle infractions of the discipline and/or dress codes. A written report, letter, or phone call will be directed to the parents. Parents may be asked to come to school for a conference. All such infractions will be documented and where a pattern of infractions are identified, additional disciplinary action will be imposed.

Students and parents are expected to support the spirit and intent of GCA dress and disciplinary codes rather than just the letter of such codes. Students and/or parents of GCA students who are unwilling to accept and support these higher standards of conduct should find other educational institutions suitable to their life-styles. To reiterate, the opportunity to attend Gahanna Christian Academy is a privilege.

CLASSROOM STANDARDS

It is the responsibility of the student to respect the teacher's authority and decisions at all times. Respect for authority is required regardless of whether or not the student agrees with the teacher's decision or instructions. The teacher is solely responsible for conducting the class – not the pupil!

- Students must be prepared and ready for class work by having all needed supplies on hand in the classroom.
- Students are not to disturb other classes in session.
- The teacher dismisses students after the bell has rung.
- Students are not to bring toys to school, except for special classroom projects and occasions.

DISCIPLINE CODE

The overall objectives of a discipline code are the development of student behavior patterns that are pleasing to God, and the maintenance of a healthy environment for ministry and learning.

God admonishes us that reproof and correction are to be administered in love, and with a measure of grace and compassion. In this context, discipline must never be ministered vindictively, in anger, or devoid of forgiveness or in a manner that demeans the worth of the individual. ***Discipline is ordained of God for the building of character and the training of behavior that will bring glory to God.***

Parents are responsible to God for the discipline of their children. GCA parents have conferred this authority upon teachers and administrators during the school day and all school related activities. It is crucial to the successful “training up” of a child that the spirit and intent of the disciplinary code be supported by parents and students alike. The acceptance of this philosophy will provide the Biblical basis for acceptance of authority and instill within the student a proper respect for others.

PURPOSE OF DISCIPLINE CODE

- To develop and maintain a consistency and fairness in discipline which will build Godly character in the student’s life and in their relationships with family, church, and school.
- To establish a clear description of the types of behavior that are unacceptable.
- To set forth the disciplinary measures that will be taken against unacceptable behaviors.
- To provide for accurate record keeping of disciplinary action so that discipline may be administered throughout the school in a firm, fair, and consistent manner.
- To involve parents in the correction process through accurate communication.

POLICY LIMITS

The discipline policy applies to students while they are on campus, school buses, or at recognized school functions. Behavior at other times and places that impairs the testimony of the school cannot be ignored. Therefore, behavior offenses that occur outside the limits established in this policy would be considered as to their severity and impact on the school’s ministry and witness to the Lord Jesus Christ.

DISCIPLINARY MEASURES

ASSERTIVE DISCIPLINE PLAN

Classroom Rules

- Follow all directions the first time they are given.
- Keep hands, feet and objects to yourself.
- Remain in your seat unless you have permission to get up.
- Raise hand and wait to be called upon before speaking.
- Teasing, arguing and put-downs are inappropriate.

POSITIVE REINFORCEMENT

Students need positive yet firm reinforcement to be assured they are loved. The classroom teacher will reward their good behavior in various ways such as verbal praise, extra free time, positive notes, calls home, small prizes, class parties, etc.

DISCIPLINARY MEASURES (cont.)

CONSEQUENCES

Unacceptable behavior will be handled in the following manner:

- **First Offense** - a warning.
- **Second Offense** - time out.
- **Third Offense** - recess detention.
- **Fourth Offense** - conference with the principal. Teacher or principal will notify the parents.
- **Fifth Offense** - conference with the principal resulting in a possible in-school suspension. The office will notify parents

UNACCEPTABLE BEHAVIOR

Less Serious in Nature (Warnings, Detentions, Call Home)

- Chewing gum or eating in unauthorized places
- Loud noises, running, pushing or other distractions
- In hall without permission

More Serious in Nature (Detention, Parent Conference, Note Home)

- Disturbing class while in session
- Loitering or playing in restrooms
- Displaying of poor attitude
- Intentional mischief, bullying
- Irreverence
- Violation of dress code

Severe in Nature (Suspension and/or Expulsion)

- Vulgar, profane or obscene language; lying, cheating, stealing or fighting
- Willful destruction of property
- Disrespect to a staff member, complaining, arguing, disobedience, defiance
- Students possessing or using tobacco, alcoholic beverages, controlled substances (drugs), or weapons of any type (guns, knives, etc.) or the threat of such, that could inflict injury to others including but not limited to guns, knives, etc. GCA maintains a zero tolerance policy on this issue and students are subject to immediate expulsion..
- Sexual misconduct
- Public display of affection (holding hands, hugging, kissing, etc.)
- Inflicting harm to another.

SEVERE CLAUSE

- If a student chooses to hurt someone, destroy property, totally disrupt class, or directly defy the teacher, s/he will be sent directly to the principal's office where the appropriate disciplinary action will be taken.
- Students who mock or ridicule other students will be counseled and on the second offense, suspended from school pending consideration for expulsion from GCA.
- Students found guilty of "Bullying" will be given an out of school suspension with consideration for expulsion from GCA.

FOLLOW UP TO SUSPENSION

If behavior continues the principal will call parents in for a conference. Disciplinary measures to be considered will be a two-day in-school suspension, probation, an out-of-school suspension up to ten days or expulsion. If the problem persists or there is a serious offense, the Superintendent will refer the student to the Guidance Committee and/or the School Board.

DEFINITION OF TERMS

Disciplinary action may be forfeiture of privileges, work details, phone calls home, parent conferences, Saturday detentions, in-school suspensions, suspensions from school or inter-scholastic athletic teams, probation, or expulsion from school.

In-School Suspension is the suspending of a student from their regular class schedule by putting them in a supervised room to do their work. They will be allowed a lunch break and restroom breaks during the day. In-school suspension can be given for up to three (3) days. Parents will be notified of in-school suspension days.

Suspension is the withholding from the student the privilege of attending his/her classes. The intention of suspension is to discipline the student for a period of time in which he will have the opportunity to reflect upon the seriousness of his actions and take the necessary personal steps to correct his behavior and/or attitude. Suspension is generally used by the Administration prior to consideration for the student's dismissal from the school. During the period of suspension, the student will be responsible for all assignments, homework, or other work assigned as required by each of his/her teachers. Assignments, homework or other work assigned to the student shall be made up in the same manner as a normal absence. Suspensions can be given for up to ten (10) days. Parents will be notified immediately of such a suspension.

Probation is a period of time given to a student to resolve a serious problem. Duration of probation shall be set by school officials and shall be reviewed at the end of that time to determine whether the student will (1) be removed from probation, (2) remain on probation, or (3) be expelled from school.

Expulsion is the dismissal of a student from Gahanna Christian Academy. Parents will be notified of the school's decision to expel, and may request a conference. Parents who seek readmission of the student to the school shall request such by a letter to the Superintendent and School Board. However, it is the school's policy not to readmit previously expelled students except under unusual circumstances.

The Guidance Committee will review student's records to decide whether expulsion will be the action taken. Any act of expulsion of a child from Gahanna Christian Academy shall be handled through the office of the principal and in accordance with Ohio School Law.

Actions which may be cause for expulsion:

- Gross misconduct
- Truancy (continuous unexcused absence)
- Continual violation of rules and regulations established by the school.
- Negligence by parent or guardian to meet financial obligations to GCA.
- Negligence by parent or guardian with respect to Statement of Cooperation, Statement of Faith and Standards of Dress and Appearance.

PARENTAL INVOLVEMENT WITH DISCIPLINE

Disciplinary procedures are most effective when faculty and parents work together in harmony. Our school is committed to disciplining in love, and we strive to minister forgiveness and restoration in each situation. To be effective, the support and involvement of parents *are essential to instill within students the higher standards of conduct required by God and GCA as exemplified through Biblical principles*. However, any parent who takes issue with all or most disciplinary action administered by GCA staff may submit a written request for review in accordance with the grievance procedures set forth in Appendix A.

Interrogation of faculty or staff members by parents after communication of a final decision pursuant to Appendix A will not be tolerated. Parents are expected to present a godly example for the students at GCA. *It is only by working together that students will see Christ's example of discipline and love demonstrated and understand fully what is expected of them.*

LUNCH PROGRAM

GCA provides a nutritious hot lunch program. All students in grades kindergarten through eighth grade are required to purchase hot lunch each day. High school students are given the option to pack their lunch or purchase a hot lunch.

Hot Lunch Exemption

GCA takes into consideration the special dietary needs of some of our students. Therefore, students can be exempted from the hot lunch program with a physician's permission. An Ohio Department of Education Medical Statement must be filled out by your attending physician prior to the student packing lunch. Copies of this form are available in the administration office or cafeteria. Once packing, a student must pack each day; the student will not be permitted to choose to eat on certain days. If a packer forgets his lunch, the parent must notify the cafeteria by 9:30 a.m.

Lunch Visitors

Guests are welcome to come to lunch. However, the lunchroom must be notified by 9:30 a.m. Adult meals are \$3.00 and payable when going through the lunch line.

Lunch Payment

A flat rate will be charged each month, taking into account the number of days scheduled for the school year, the cost per day, and a discount to account for absences. This flat monthly fee is due on the 1st of each month. Parents must sign up for automatic withdrawal or make a single pay. High School students may pay cash, or parents may establish a debit account for them which must maintain a positive balance.

Families who qualify for free or reduced-price lunch and breakfast as outlined in the National School Lunch Act must submit a completed Family Application which is available in the Cafeteria and Administration Office. Price adjustments will be applied when the application has been approved.

Late Lunch Payment Fees

- Fees that are ten (10) days late will be assessed a \$5.00 late fee for every 10 calendar days.
- A \$15.00 fee will be charged for returned checks, i.e. insufficient funds.
- Families falling twenty (20) days behind in payments will receive a letter requesting payment. Those falling thirty (30) days behind are subject to dismissal.

Lunchroom Rules

The lunchroom is a good place to relax and enjoy friends and food. The following rules help ensure that lunch is a wholesome experience.

- Walk, don't run in the lunchroom.
- Talk quietly.
- Keep aisles clear.
- Do not tip, tilt or move chairs.
- Food is not to be taken from the lunchroom.
- Refrain from throwing food.
- Clean up your area and throw away trash when finished eating.

PLAYGROUND STANDARDS

Physical activity is an important part of a child's day. Elementary students have at least two recess periods daily, one immediately following or before lunch and one in the afternoon. Recess allows time for students to engage in physical activity, develop good sportsmanship, and build social skills.

Students are not to wander the halls or classrooms during recess times. They are to play only on designated playground areas and are NOT allowed inside the fenced pond without an adult.

- Recess will be indoors when temperature or chill factor is below 28 degrees F.
- Be helpful and a friend to others on the playground. Treat others as you wish to be treated.
- Obey the playground supervisor.
- If you spot trouble on the playground, tell the adult on duty.
- Listen for the bell and stop playing as soon as it rings.
- Use the sidewalks to walk into the buildings.
- Stay out of window wells and gravel around windows.
- Use tether balls appropriately. Do not sit or swing on them.
- Stay in the area where you can see the playground supervisor at all times.
- Use proper language at all times.
- Football is not allowed.
- Refrain from wrestling, play fighting, tackling, chasing and roughhousing.
- Avoid inappropriate displays of affection.
- Leave sticks, stones and mulch on the ground.
- Share playground equipment. No "saving swings".
- Enjoy our ducks. Do not disturb them, their nests, or eggs.
- Only enter the building with permission from the adult on duty.

FIELD TRIPS

During the year, several field trips may be planned to enhance the educational program. A signed permission slip must be turned in for each field trip in order for a student to participate.

FIELD TRIP GUIDELINES

Student can only be transported to field trips by school buses or chartered buses.

The only exception to this rule is if you the parent take your child only to the location of the field trip straight from your home. These rules were put in place by ODT.

When parents serve as chaperones, the following guidelines must be followed:

1. **Chaperones:** Parents can follow the school bus to the location of the field trip and help by chaperoning a group of students. Parents can take their child home at the end of the field trip if the school was notified in advance.
2. **Schedule:** Please arrive at school on time and report to your child's classroom. Everyone must leave the school and arrive at the designated destination within minutes of each other in order to start the field trip together. Because of bus schedules and lunch schedules, it is imperative that everyone follow the time schedule that has been established and arrive back at school in time to prepare for dismissal or lunch.
3. **Student Supervision:** Volunteers are responsible for the students that have been assigned to them. They must stay with their group during the entire field trip and keep them focused. Any discipline problems should be reported to the teacher immediately.
4. **Restrooms:** Students are not to go to the restroom alone. They must use the buddy system.
5. **Purchases:** Gift shops and snack bars are off limits to our student unless the teacher makes plans before hand. It is not fair for some students to purchase items when others do not. This puts added pressure on other parents who may not be able to afford to buy things for the students in their group and can be dangerous for students with allergies.
6. **Emergencies:** In case of an emergency, let the teacher know as s/he has access to emergency medical forms for each student. If you are unable to get in touch with the teacher, please call the school at 614-471-9270 ext. 2420 (nurse).

CLASSROOM PARTIES

Parties must be cleared with the teacher before they are planned and be held during the latter part of the afternoon. They are to be under the supervision of the classroom teacher and should be limited to the following:

- | | |
|----------------------------|---|
| • Christmas and Valentines | Room Mothers |
| • Easter | At teacher's discretion |
| • Student Birthday parties | Treats only provided by parents |
| • Parties earned | Fundraiser or other incentives |
| • Teacher planned party | Teacher incentive plan for class to earn a party through meeting a specified goal. |
| • Curriculum Party | Special day to highlight study such as Pioneer Day, Dr. Seuss Day, International Day, 100 th Day, etc. |

Any other occasion to party must be approved by the office.

STUDENT HEALTH

IMMUNIZATIONS

The Ohio Department of Health has established the following minimum immunization requirements for all students enrolled in public and non-public schools. These include:

- Five or more doses of DPT, DT (Pediatric) or Td (adult) vaccine or a combination thereof, or four doses if 4th dose was after the 4th birthday.
- Four or more doses of polio vaccine (TOPV) or (IPV), or three if 3rd dose was after 4th birthday. Final doses must be on or before the fourth birthday for incoming Kindergarteners.
- Three doses of Hepatitis B.
- Two measles vaccine. **
- Two rubella vaccine. **
- Two mumps vaccine. **
- One dose of Varicella (two doses are required for incoming Kindergarteners.

**First one must have been given on or after the first birthday and the second one before entering 7th grade.

The State of Ohio requires that a child be excluded from school if the above requirements or a “good cause”, medical, or “in process” exemption is not in order in the student’s health record within fifteen (15) school days after admission to school. The student will be readmitted when proof of acceptable requirements is submitted. Please feel free to contact the school nurse if you have questions regarding immunization requirements.

CLINIC AND SCHOOL NURSE

GCA provides a school nurse and health room facilities for the care of students should they become ill or injured at school. Clinic space is limited and the clinic is designed to be a source of temporary assistance for students. Please make sure that there will consistently be someone available to care for your student should he become ill or injured at school.

EMERGENCY MEDICAL FORMS

An emergency medical form must be on file for each student. Included on that form should be current names and phone numbers of persons to contact in the case of sickness or injury.

Please notify the school office in writing of the name and phone number of the person responsible for your student if you will be out of town or otherwise unavailable.

ILLNESS

While we encourage regular attendance at school, we require that you not send your student to school if he shows symptoms of illness such as vomiting, diarrhea, sore throat, fever (100), etc. We are concerned about the well being of all GCA students and must take precautions to keep the spread of disease at a minimum. Therefore, ill children cannot be permitted to remain in the classroom.

We suggest that you call the school nurse if your student is experiencing any medical problems that might affect his classroom performance. We are eager to work with parents to ensure each student reaches his fullest potential.

SCREENINGS

Throughout the school year screenings will be conducted for vision, speech, hearing, blood pressure and scoliosis for appropriate grade levels. You will be notified if any deviation from normal is detected in your student or if there is a suspicion of a communicable disease.

COMMUNICABLE DISEASE CONTROL

The following are GCA policies adopted to facilitate the control of contagious diseases. These policies are designed for the protection of everyone associated with GCA and therefore, compliance is mandatory.

- Chicken Pox: Exclusion from school until all pox marks are dry and student is free from fever. Readmission to school requires a note from parents.
- Whooping Cough: Exclusion from school for four weeks from onset. Readmission to school requires a note from parent.
- Tonsillitis: Exclusion from school. Readmission requires a note from parents.
- Respiratory Streptococcal Infections (including Scarlet Fever): Exclusion from school until 24 hours after antibiotic therapy has begun.
- Mumps: Exclusion from school until all fever is gone. Readmission to school requires a note from parent.
- Impetigo Contagiosa: Exclusion from school until adequate treatment has begun and sores are no longer draining.
- Scabies: Exclusion from school. Readmission requires certificate of recovery from physician.
- Ringworm: Exclusion from school. Readmission requires certificate of treatment from physician.
- Conjunctivitis (Pink Eye): Exclusion from school until 24 hours after medical treatment has begun and all discharge has ceased.
- Pediculosis (Lice): Exclusion from school until student has been treated with pediculicide shampoo and all nits are removed and school nurse checks student.
- MRSA (Staph skin infections): Need treatment and note from doctor also, infected area covered.
- H1N1: Exclusion from school until fever free for 24 hours. Re-admission to school requires a note from the parent.

Any communicable disease not listed will be dealt with at its advent as deemed appropriate by the GCA nurse and administration.

MEDICATION POLICY

GCA does not wish to dispense medication at school unless it is absolutely necessary. With such a large number of students, we want to avoid any risk of administering the wrong medication. Please ask your physician if the times medications are to be administered can be adjusted to times outside the school day. If it is essential for medication to be given during the school day, we will assist in its proper administration.

Before medication can be given, a Parent Permission Form and a Physician's Authorization Form must be completed and provided to the school nurse. These forms are available from the school office. A completed Medication Permission Form must be on file in the nurse's office before the administration of any medication can be permitted at school.

New parent and physician forms must be submitted each year and whenever there is a change in the medication order. GCA will not administer over-the-counter medications (aspirin, Tylenol, cough medicine, vitamins, etc.) unless prescribed by the physician and the required forms are on file.

All medications must be brought to school in the original container labeled with the student's name, the physician's name, the name of the medication, the dosage and time it is to be given. All medication will be kept in a secure place in the school.

MEDICATION POLICY (con.)

These policies are required by State law (Section 3313.713 O.R.C.) and are designed to protect the student and the school. If you have any questions, please contact the school nurse.

FIRE DRILLS

Fire drills will be held monthly during the school year in accordance with the Department of Education. Directions for conducting the drills are posted in each classroom. When the alarm sounds, students are to exit according to the designated route. This is to be done quickly and in an orderly manner. Talking is prohibited. The school will also conduct tornado and lockdown drills with accordance to regulations.

INSURANCE

The GCA School Board requires all students to be covered by the accident insurance policy selected by the Board. The policy provides the student with coverage for injuries received from accidents that occur while engaging in activities under the direction of the school and while participating in athletics sponsored by the school. There is no additional charge since the premium is included in the Registration Fee collected at time of enrollment.

EXTENDED CARE

Extended Care is available for students in kindergarten through 8th grade before and after school. This service is primarily for those who must be brought early or picked up late because of parent's employment schedules. Pre-registration is required.

Students using the Extended Care program must be signed in or out by their parent or guardian. Failure to properly sign a student in or out on any day when the Extended Care program is used will result in a charge for the entire Extended Care period (6:30am opening time-6:00pm closing time). The teacher will release each child only to the parent, guardian, or person specified on the release form. If someone other than those listed is to pick up your child, advanced written notification must be given.

Parents who are late in picking up their child will be charged a late fee of \$1.00 per minute after 6 P.M. Parents who are habitually late may be denied use of Extended Care services.

Further information about Extended Care and current rates are available from the school office as well as on the school website.

EXTRA CURRICULAR ACTIVITIES

All activities will be conducted within the philosophy of GCA. The establishment of clubs, organizations, etc., and the scheduling, supervision, etc., will be handled by the grade level principal. Participation in the activities program shall not infringe on the classroom instructional program without prior approval from the administration.

For activities, students and faculty will dress according to the standards established by the school administration. A member of the staff will supervise all school activities. **THE PERSON SUPERVISING THE ACTIVITY WILL NOT LEAVE UNTIL ALL STUDENTS ARE GONE.** The supervisor is responsible for seeing that the area has been cleaned and that all buildings are locked. (This may be done through the custodian should one be hired for the activity).

PARENT TEACHER CONFERENCES

Communication between parent and teacher is very important. The school schedules parent/teacher conference days during the first and second semesters. Parents or teachers may also request other conferences when necessary. Parents must make an appointment to meet with teachers or to observe in the classroom. Parents are asked not to expect to meet with a teacher immediately before or after school, when students are in the classroom.

PARENTS INSPIRING EDUCATION (P.I.E.)

Psalm 133:1 Behold, how good and pleasant it is for brethren to dwell together in unity.

GCA promotes an active “**Parent**” volunteer group which exists to:

- Promote relations between parents, teacher, and other staff, to build a community at GCA.
- Coordinate placement of volunteers
- Raise and provide funds for major improvements and unbudgeted needs
- The PIE Board schedules four meetings each school year

PIE encourages parents to volunteer for various activities throughout the school year. Our vision is to have you participate in school activities that are: Worthwhile, Informational, and that promotes Networking, Growth and Service (WINGS).

The “**W**” Committee’s goal is to cultivate a sense of commitment from the parents by creating a family atmosphere in order to build meaningful relationships that are worthwhile. Projected committee projects for this committee are: New family outreach, Operation Christmas Child, Staff Appreciation, Recycling, Family Events, Chapel, Change War, and Walk-a-thon.

The “**I**” Committee’s goal is to acquaint the community, parents and staff with positive Information that promotes the good will and reputation of GCA. Projected committee projects for this committee are: Technology – Website, Parent Newsletter, Grandparent’s Day, Musicals, Sports, and the Gahanna Christmas Parade.

The “**N**” Committee’s goal is to network with cooperating individuals in order to exchange vital information to accomplish the vision of GCA. Projected committee projects for this committee are: Hospitality, Meet and Greet, Open House, Office Helper, Nurse Helper, Room Parents, and PIE Meetings.

The “**G**” Committee’s goal is to involve parents and teachers jointly in the growth of our school, undertaking prayerful support for the school’s financial, physical and spiritual needs. Projected projects for this committee are: Recruitment, Fundraising, Facility and Grounds, TRIP, Box Tops, Entertainment Book, Market Day, Book Fair, and Textbook Processing.

The “**S**” Committee’s goal is to encourage parents to serve in the area of their passion to honor the Lord with their gifts and talents, because parents are the most vital key to enriching their child’s spiritual, emotional, social, academic and physical development. Projected projects for this committee are: Classroom Volunteer, Party Planner, Room Mother, Monday packets, Facility and grounds, extra curricular programs, Lunchroom helpers, Tutors, PTC Dinner, and Watch Dogs.



Watch Dogs: WATCH D.O.G.S.® (Dads Of Great Students) is an innovative program of the National Center for Fathering focusing on prevention of violence in our nation's schools by using the positive influence of fathers and father figures for a two-fold purpose:

- 1) To provide an unobtrusive presence in the schools
- 2) To be a positive and active role-model for students at their school.

WatchDogs are fathers, grandfathers, and other father-figures who volunteer for at least one day each year. During the day, WatchDogs may read and work on flash cards with students, play at recess, eat lunch with students, watch the school entrances and hallways, assist with traffic flow, mentor students, and any other assigned activities where they actively engage with not only their own students, but other students as well.

GCA initiated the WATCH D.O.G.S.® program in the Elementary School during the 2009-10 school year. The fathers, students and faculty benefited from the program and we are pleased to expand the program into the Middle School, High School and Preschool for the 2010-11 school year. For more information about the WATCH D.O.G.S.® program please e-mail watchdogs@ourgca.com or visit www.fathers.com/watchdogs.

SPORTS ELIGIBILITY

The Ohio Department of Education minimum standard limits interscholastic athletics to those students in seventh grade and above.

TELEPHONES

Office telephones are for school business. Students may make **urgent** phone calls only from the school office. Routine details such as going home with a friend, forgotten books, homework, or lunch money are not considered urgent. These issues should be taken care of through good personal habits. Cell phones are **NOT** permitted during school hours.

VISITORS

All visitors must sign in at the school office as well as wear a badge while on the school grounds. If you wish to observe a class, you must make arrangements with the teacher beforehand. Class observations are limited to twenty minutes.

INFORMATION/WORK PACKETS

Communication between home and school is very important. Important information from the classroom teacher and the office is sent home in the Weekly Packets. Packets go home with students the first day of each week. The packet will also include a class newsletter, student work and other communication from the teacher. Please take time to review the contents in the packet, sign the envelope and return it to school the next morning. A replacement fee of \$1.00 will be charged for lost envelopes.

Please note that packets cannot be used for personal mail such as birthday invitations.

UNIFORM DRESS CODE

GCA uses the Bible as its foundation for all courses, standards of conduct, and dress. The community measures our witness for Jesus along two visible lines: our appearance and our conduct. Jesus said that we are to be His representatives and His witnesses. Therefore, we must strive to attain the highest standards of excellence in these areas (and in all areas) as ambassadors of God, as witnesses to the world around us, and to His work in each of us and in GCA.

Self-esteem is often reflected in our choice of dress. At GCA, our experience indicates that Godly behavior, self-respect, and respect for others, rises in direct proportion to students' dress. Conduct is also directly affected. Essentially, the Scripture in I Timothy 2:9-10 says that it is all right to dress however you wish, unless you are making a claim to Godliness. In that case, the way that we dress must be subject to the guidelines and control of the Holy Spirit. The purpose of GCA's Dress Code is to achieve a standard of dress that is modest, proper, and discreet.

Jewelry-Girls may wear simple non-dangling earrings; no other body piercing is acceptable.

Jewelry – Boys no earrings or body piercing is acceptable.

Hair-Boys - Must be above the eyebrows and above the shirt collar, no more than halfway over the ear. Neat, clean, well groomed with absolutely no "tails", punk styles, or designs.

Hair cont. – Cornrows may be worn by both male and female students. Cornrows can be no longer than top of shirt collar and no more than half way over the ears. Neat clean and well groomed with absolutely no dreadlocks.

Hair dyeing- unnatural colors, bleaching or styles that draw undue attention are not permitted.

Modest - Having a regard for decencies of behavior or dress; quiet and humble in appearance, style, etc.; not displaying one's body; not boastful or vain; unassuming; virtuous; shy or reserved; chaste.

Proper - Specially adapted or suitable; appropriate; conforming to an accepted standard; correct; fitting; right; decent.

Discreet - Showing modesty or good judgment; sensible; cautious; careful about what one says or does.

Many of today's "popular styles" are not conducive to the atmosphere that GCA strives to attain. Nor are they conducive to the values described above. They are frequently counter-productive to establishing an atmosphere of respect, discipline, and orderliness.

We realize the Dress Code is "narrow". GCA is not attempting to be religiously legalistic, but rather to assure the prevention of distasteful styles, wild distracting colors, faddish styles reflective of worldly values, etc. Keeping a narrow profile is the only way to assure our witness and to make the Dress Code manageable. It is also much more economical and manageable for all our GCA families. A uniform is not uniform unless it is uniform.

"Know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own? For ye are bought with a price; therefore glorify God in your body, and in your spirit, which are God's." I Corinthians 6:19-20

DRESS CODE VIOLATIONS

A Dress Code Violation Form will be sent home with the student when the dress code is violated. Students who receive four (4) violations in a nine-week period will serve a lunch detention. Continued violations will result in a conference with the principal.

UNIFORM GUIDELINES ELEMENTARY (K-5)

CHAPEL UNIFORM (GIRLS)

Jumper (Grades K-5) - Navy-Green plaid knee length, drop waist or split front with solid pleats.

- Blouse - White only, rounded collar Peter Pan style - Short/Long Sleeve
- Turtle Neck – white only during the months of Nov. through March.
- Socks / Tights / Anklets / Knee highs – white, navy, black or khaki

EVERYDAY UNIFORM OPTIONS

- Blouse -White rounded collar Peter Pan style - Short/Long Sleeve White
- Button down oxford - Short/Long Sleeve
- Turtle neck – red, white, navy - Short/Long Sleeve
- Knit polo – red, white, navy printed with GCA Logo- Short/Long Sleeve
- Pants - uniform dress, navy or khaki printed with GCA logo, with a belt
- Shorts – uniform dress, navy or khaki printed with GCA logo, with belt, knee length only during Sept/Oct or April-June.
- Shoes – Dress shoes, loafers, tennis shoes that are black, white, navy, brown, gray, with one accent color.
- Socks / Tights / Anklets / Knee highs – white, navy, black or khaki
- Leggings – black, navy, white during Nov. through March months only

CHAPEL UNIFORM (BOYS)

- Dress Pants - uniform dress, navy or khaki printed with GCA logo, with a belt.
- Shirt - Button Down Oxford: White only
- Turtle Neck – white only during the months of Nov. through March.
- Vest - Navy V-Neck with GCA logo on chest, during Nov-March months.
- Belt - grades 1-5 only (Kindergarteners need not wear a belt) Elastic belts are acceptable.

EVERYDAY UNIFORM OPTIONS

- Shirt: Button down oxford – white
- Knit polo: – red, white, navy printed with GCA logo- Short/Long Sleeve
- Turtle neck: – red, white, navy printed - Short/Long Sleeve
- Pants - uniform dress, navy or khaki printed with GCA logo, with a belt
- Short: – uniform dress, navy or khaki printed with GCA logo, with belt, knee length only during Sept/Oct or April-June.
- Shoes – Dress shoes, loafers, tennis shoes black, white, navy, brown, gray, with one accent color.
- Socks / Anklets / Knee highs – white, navy, black or khaki

OFFICIAL GYM UNIFORM FOR ELEMENTARY (1-5)

- T-shirt with GCA logo
- Shorts with GCA logo, knee length
- White socks – crew, anklets, knee high
- Tennis Shoes – white, black, brown, gray or navy with one accent color with non marking soles.
- Tennis Shoes – For Kindergarteners are to be Velcro only (unless student can tie their shoes)
- Sweat shirt and Sweat pants with GCA logo

UNIFORM GUIDELINES ELEMENTARY (K-5)

COLD WEATHER ACCESSORIES:

- **Sweaters:** Navy or red Crew/V-Neck Cardigan, Crew/V-Neck Pullover with GCA logo
- **Sweatshirts:** Ash grey with large embroidered GCA logo
- **Fleece Pullover or Full Zip Jacket:** Navy with GCA logo

NOT ACCEPTABLE TYPE OF UNIFORMS

- Shoes with openings of any kind, shoes should be fully enclosed. No slippers, crocs, sandals, flip-flops or beach shoes.
- Leggings may not be worn in the place of uniform pants.
- Cargo jeans or pants.
- Oversized or undersized clothing (midriffs or long tailed shirts).
- Long sleeve shirts worn under short sleeve shirts.
- Hoodies
- Sweaters etc. tied around the waist
- Sweat pants and slacks cannot be worn under the jumpers in place of tights or leggings.

MODESTY

- Girls choosing to wear skirts must also wear dark biker shorts under their skirts so that they can run and play at recess without exposing their undergarment.

Our uniforms can be purchased at:
School Days Uniforms, 73 North Stygler Road, Gahanna, OH
614-476-4104

SCHEDULED ACTIVITIES

Back to School:

On the Sunday evening before the first day of school, all GCA Families including faculty, students and staff are invited to be a part of Evangel Temple's Sunday Evening Worship Service. This is a wonderful start to the new year as our Superintendent shares God's Word and together we pray for each other. This service is to be followed by an ice cream social. Current families are encouraged to attend to welcome new families and to pick up schedules, class assignments, etc.

Open House

An evening Open House is scheduled in September for students to bring their families to meet their teachers and see their classroom.

Grandparents Day

Grandparents are honored in October (usually Columbus Day) with a special breakfast reception, chapel service and time in the classroom.

Book Fairs

Book Fairs are held in October and March. Parents work together with our school library assistant to make books available for our students to purchase. Proceeds from the sale of the books are used to purchase new books for our library.

Music Programs

Our Music Department presents special programs according to grade level in December and possibly May. Participation is part of the student's grade for that quarter. During the December programs a love offering is taken to bless our teachers and staff at Christmas.

Casual Days

The last Friday of each month is set aside as a casual day for Elementary Students. Some months are given a theme and students are to dress accordingly. Casual dress days serve as double purpose, one being a reward for good behavior, the other an opportunity to serve others. Students are to bring in a can of food or another item specified for that month in order to earn the right to dress down. Students who have spent time in the Principal's office for misconduct during a given month will forfeit their dress down day for that month.

End of Year Activities

Our year ends with two very special events. A Kindergarten Graduation is held to honor our youngest students. An Awards Assembly is held to honor the hard work of all of our students, and to recognize our fifth graders for successfully completing elementary school.

Teacher Appreciation Week

One week is set aside in the spring to honor our teachers who have worked so hard all year. Under the direction of our PIE, parents are given suggestions for ways of honoring their child's teacher each day of that week. Funds are collected for an appreciation luncheon.

GRIEVANCE POLICY

In August 1983 the following Grievance Policy was established:

Grievances are to be addressed to the lowest possible point in the organization, that is, at the point of contention. The following process shall be followed to implement this policy. Grievances should follow this process to the maximum extent practical.

**SCHOOL: -Teacher→ →School Principal→ →GCA Superintendent → →
GCA School Board**

**PRE_SCHOOL: -Teacher→ →Preschool Director→ →GCA Superintendent → →
GCA School Board**

Formal grievances must be in writing and must be submitted to the staff person at the point of the offense. The principle of the “Three R’s”: Receive, Respond, Refer, shall be followed. The GCA staff member shall receive the written grievance to which he is a party. They shall prepare a written response explaining the situation from his perspective, attach it to the written grievance, and refer both to his immediate supervisor in the GCA organization within three (3) days from receipt. The GCA staff person shall be allowed confidential counsel of his choosing in the preparation of his written position. The supervisor shall examine the written submittals, secure testimony as necessary, and make a written response to the parties involved within seven (7) days of receipt. A copy of the written decision shall be attached to the grievance statement and the staff member’s response, and the package forwarded to the next level of the organization. The aggrieved parties may appeal the decision to the next level of the organization at their discretion.

The Gahanna Christian Academy Board shall be the final court of appeal. All grievances must be in written form. **AT NO TIME SHALL A GRIEVANCE BE ACCEPTED FOR REVIEW WITHOUT A WRITTEN RESPONSE OR STAFF MEMBER RESPONSE** (i.e. written evidence that the first level party has addressed the issue).

The Church Board itself shall have the right to file formal grievances with the school. Such grievances shall be addressed to the GCA School Superintendent.

The GCA School Board suggests the following information be included in the grievance:

- Report the facts. Try to include who, what, when, where, why, and how.
- Give your opinion, attitude or response to the facts.
- Suggest, if you like, a solution to the problem.
- Be sure to sign the grievance.

The GCA School Board strongly encourages open communication as a means of early resolution of conflicts. The objective should always be a constructive Christ-like resolution of differences.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR POLICY

DEFINITION

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or is serious enough to negatively impact a student's educational, physical, emotional, or spiritual well being. This type of behavior is a form of intimidation and harassment although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings which have the effect of bullying as defined above.

The term "bullying" and "cyber bullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

The GCA Board of Education is committed to providing a safe, positive, productive and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities of the school, including:

- a. Activities on school property or while on the way to or from school.
- b. Activities occurring off school property if the student or employee is at any school-sponsored, school approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

REPORTING PROCEDURE

1. Any student who believes he/she has been or is the victim of aggressive behavior should immediately report the situation in accordance with the grievance chain of command:
 - a. Complaints against a student should be made to a teacher.
 - b. Complaints against a teacher should be made to the Principal.
 - c. Complaints against a Principal should be made to the Superintendent
 - d. Complaints against the Superintendent should be made to the School Board President.

All complaints should be in writing and include specific incidents.

2. Every student who witnesses an act of bullying is encouraged to document the event by reporting to those identified above.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR POLICY (cont.)

3. All school personnel are required to report prohibited incidents they witness and/or receive reports on from students to the school Principal or other administrator designated by the Principal.
4. All school personnel are required to intervene, refer to other administrators, or otherwise respond to unacceptable behavior on or by students.
5. All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students; up to discharge for employees; exclusion for parents, guests, volunteers, and contractors; removal from any official position; and/or request to resign for board members. Individuals may also be referred to law enforcement officials.
6. Parents or guardians of any student involved in a prohibited incident shall be notified and to the extent permitted by section 3319.321 of the Revised Code and the “Family Educational Rights and Privacy Act of 1974,” 88 Stat. 571.20 U.S.C. 1232g. as amended, have access to any written reports pertaining to the prohibited incident.
7. The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with policy, if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in this policy.

STUDENT SEXUAL HARASSMENT POLICY (Employee-Student and Student-Student)

Policy

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Definition of Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

STUDENT SEXUAL HARASSMENT POLICY (cont.) (Employee-Student and Student-Student)

3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

1. Unwanted sexual advances or propositions;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
7. Physical conduct such as touching, assaulting, impeding or blocking movements.

Employee-Student Sexual Harassment

Employee-student sexual harassment is prohibited.

Student-Student Sexual Harassment

Student-student sexual harassment is prohibited.

What to Do If You Experience or Observe Sexual Harassment

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conduct of a sexual harassing nature are also encouraged to report the matter to one of the school officials designated below.

All complaints will be promptly investigated.

Where to Report Sexual Harassment

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

Ruth Bischoff
Superintendent
614-471-9270 extension 2400

Chris Joseph
Middle School/High School Principal
614-471-9270 extension 2405

Genie Coss
Elementary Principal
614-471-9270 extension 2699

Marsha Hindman
Preschool Director
614-471-9270 extension 2271

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

Procedure for Investigation of the Complaint and For Taking Corrective Action

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the principal. The principal will direct an investigation. If the investigation confirms the allegation, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.