

Gahanna Christian Academy

Middle School High School

Student Handbook



"Home of the Soaring Eagles"

Inspiring students to soar by developing W.I.N.G.S.

Wisdom
Integrity
knowledge
Godly character
Servanthood

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Gahanna, Ohio 43230
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www.gahannachristianacademy.com

www.ourgca.com

School Office Hours	8:30 am to 3:30 pm
Finance Office Hours	8:30 am to 4:00 pm
Administration Office	8:30 am to 4:00 pm
Summer hours will vary.	

Middle School High School Student Hours
8:38 a.m. – 3:20 p.m.

G.C.A. MIDDLE / HIGH SCHOOL STUDENT HANDBOOK

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INTRODUCTION TO HANDBOOK

The ultimate goal at GCA is to help build self-discipline in our students so they can develop into mature Christians who will set high standards for themselves and others. The Bible is the basis for all rules of Christian conduct. We have sought to apply its principles in setting policy.

The rules, policies and regulations herein have been formulated as standards for students at Gahanna Christian Academy. When all students follow these rules, they will profit from a disciplined and orderly school environment where they can learn. More importantly, there will be a greater manifestation of God's presence when the atmosphere is one of decency and order.

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.

STATEMENT OF PURPOSE

Gahanna Christian Academy 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, family, friends and Christian fellowship.

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 encourage all school families to be active in a Christian church of their choice.

We admit students whose families pledge to support the philosophies, purposes, and statement of faith of GCA. Students must give

evidence that it is their personal desire to be enrolled in a Christian school.

PHILOSOPHY

GCA exists to work with parents in fulfilling the responsibility of training their children to become men and women of godly character growing in wisdom, integrity, knowledge, and servanthood. 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:

- Faith in God,
- Then virtue (goodness and character),
- Then knowledge.

If kept in this order, God will give the knowledge. This is our emphasis 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*).

“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.” Proverbs 2:1-6

“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

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STATEMENT OF FAITH

GCA serves students from many different denominational backgrounds. In doing so, we avoid divisive issues that cause 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.
- In 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 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.) and is fully accredited by the Ohio Department of Education.

FACULTY AND STAFF

All Faculty and Staff at GCA are born again Christians, fully committed to the Lordship of Jesus Christ and meet the standards of the school regarding Christian testimony and lifestyle. All faculty are degreed and meet the certification standards set by the Ohio Department of Education.

CITIZENSHIP PLEDGES

It is important that children learn to recognize their responsibility to God and His Word, as well as to the United States of America in developing Christian and American Citizenship. Students are expected to memorize the following pledges:

Pledge of Allegiance to the Christian Flag:

"I pledge allegiance to the Christian flag and to 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, and a light unto my path. I will hide its words in my heart that I might not sin against God."

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."

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ADMISSION POLICY

GCA welcomes all applicants of good character with acceptable academic standing, regardless of race, color, or national origin. The policy of GCA is to continue to follow the practice of racial non-discrimination and justice in its enrollment procedures.

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. At least one parent and preferably both parents must be born again Christians.

To apply for admission to Gahanna Christian Academy, a family must:

1. Submit:
 - Completed Registration Form
 - Testing and registration fees (Fees are non-refundable.)
 - Copy of student's birth certificate
 - Copy of student's most recent grade card
 - Pastor's Recommendation Form completed and sent to the school office by your pastor.
 - A signed Records Release Form permitting transcripts and records to be obtained from previous school.
2. Schedule student placement testing
3. Schedule a family interview with school administration

After review and evaluation of the completed admission packet including test and interview results, the Admissions Committee will decide on the student's acceptance or non-acceptance and proper grade placement.

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

REGISTRATION AND RE-ENROLLMENT

We believe when the family, school, and church are working in unison, the growth of the whole child will be facilitated. To avoid conflicting standards and to insure that families believe and live out at home the Biblical foundations taught at GCA, either a Pastoral Recommendation or Verification of Church Attendance is required upon enrollment and reenrollment.

All current students must re-register for the upcoming year. Re-enrollment begins in January of the preceding year. Information and forms are available at www.ourgca.com through your InfoDirect account. Registration is complete when all forms and fees have been received. The registration fee is non-refundable.

To re-enroll, all accounts must be current. A family will not be permitted to reenroll if they carry a past due balance on any of their accounts (tuition, foodservice, extended care, sports fees, etc.). Failure to maintain a current account for the remainder of the present school year will result in the loss of the student's secured placement. Their registration fee will be transferred to their past due account.

Insurance

Students are covered by an accident insurance policy which provides coverage for accidental injuries received while engaging in school activities or while participating in athletics sponsored by the school. Premium costs are included in the Registration Fee.

Withdrawal

Before a withdrawal can take place, notification of said withdrawal must be submitted to the school office. Tuition will be pro-rated.

Upon withdrawal from GCA, the local school district in which the student resides as well as the school to which the student is transferring will be notified of the effective date of withdrawal.

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TUITION PAYMENT POLICIES AND PROCEDURES

Tuition accounts for over 90% of GCA's income; therefore, our budget hinges greatly on tuition being received in a timely manner. Enrollment and promised tuition have a direct bearing on the hiring of teachers and staff members for the upcoming year. Teachers are hired on an annual contract which we must honor. In the same way, a commitment to pay tuition for a Christ-centered education at GCA must be honored. Your prompt payment demonstrates personal integrity.

Financial Assistance

Limited tuition assistance is available to currently enrolled and qualified families. Those needing financial assistance should contact the Finance Office for application information. Applications must be submitted annually. A family on tuition assistance who fails to maintain their monthly payment plan may forfeit their tuition assistance.

Tuition Payment Options

- **Annual Payment:** Payment In full by August 15. This payment is made directly to GCA and will entitle you to a 4% discount. No post dated checks will be accepted. A processing fee is assessed if paid by credit card.
- **Semi-Annual Payments:** Payments due August 15 and January 15 to receive a 2% discount. If choosing this option, you must sign up for automatic withdrawal.
- **10 Monthly Payments:** The first installment is due in August and the final one in May. Participation in our automatic withdrawal procedure is required.
- **12 Monthly Payments:** The first installment is due in August. Participation in our automatic withdrawal procedure is required.

Families who enroll after August 31 will be assigned an appropriate payment plan.

Late Payments and Fees

- If withdrawals cannot be made due to insufficient funds an additional fee will be charged.
- If a tuition payment cannot be made on time, the GCA Finance Office must be notified no later than three days prior to the scheduled withdrawal date to make special arrangements. The late payment must be made up by the next withdrawal date. The next month's payment is due on the regularly scheduled withdrawal date.
- A \$10.00 late fee will be applied to extended care accounts when the payment is not received in the Finance Office by the due date indicated on the statement.
- A \$25 service charge is assessed on each check returned by your bank. After two (2) returned checks, all future payments for the school year must be made with cash or by cashier's check, money order or credit card.
- All accounts must be current before students are allowed to:
 - a. Re-enroll for the following school year;
 - b. Participate in extracurricular activities including athletics;
 - c. Request that transcripts be sent to colleges;
 - d. Receive their grade cards;
 - e. Participate in graduation ceremonies.

IMPORTANT NOTE: Your personal access to InfoDirect will be blocked seven days before the end of a grading period if your records show:

- An outstanding tuition, 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
- An athletic uniform not returned

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InfoDirect

InfoDirect, is part of the school management program, School Dynamics, that provides a secure on-line site where we can communicate with parents and students. It provides parents with pertinent information about the school and their students. Parents receive a Family ID and password giving them access at any time to all their family information. Students receive a Student ID and password giving them access to only their information. They cannot access the family financial information, message center, or demographic information.

The InfoDirect features we currently use are:

➤ Grades: All current grades as well as grades from prior grading periods can be viewed. Our grading system is based on categories such as homework, projects, daily grades, quizzes, tests, etc. which is weighted by the teacher to reflect their relative importance. Within each category, individual tasks are assigned a grade based on the student's performance. If there is a problem, it is crucial that you contact the teacher immediately so corrections can be made promptly. Grades are kept in the transcript module after the school year is over but the individual tasks are not.

➤ Homework: Homework assignments for each subject for all students in grades K – 12 are posted. This information is refreshed twice daily and should always be current. If there is no homework, it should state “no homework”.

➤ Message Center: Contains messages of interest from GCA staff and teachers to all school families or to you individually. This feature will be used to keep you aware of events, teacher and staff newsletters, report cards, and financial statements.

➤ Financial Center: Allows you to see the current status of your financial account with GCA. This includes tuition, fees, food service, extended-care and any other fees that are due. It will also show all payments posted to your account. The only GCA employees who can see your financial information are the Treasurer and Finance Office personnel.

➤ Food Service: The daily lunch menu is shown for the coming week.

➤ Re-enroll Online: The “Re-enrollment” feature allows you to re-enroll during our re-enrollment period.

➤ Information Update: Allows you to update pertinent information in our database (phone number, address change, change in church, etc.)

➤ Calendar: Be aware of all school activities and events.

➤ Go Green: InfoDirect reduces the paper costs for our school, which benefits both pocketbooks and the environment. Quarterly Report Cards are provided through InfoDirect, homework, notes from teachers, etc. are all provided without printing and paper cost.

ABSENCE & TARDY POLICY

GCA policy sets school attendance as a high priority. A student's progress is negatively affected by a high rate of absenteeism. A student is allowed eight days of excused absence per semester without a doctor's excuse. A student who is absent 30 or more days and whose academic performance does not meet grade-level expectations will be retained at his present grade. A student with a long term illness or injury may require the help of an outside tutor. Exceptions to the attendance policy will only be made in the event of unusual circumstances. Each case will be reviewed by GCA administration.

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 that, as determined by the administration, constitutes a good and sufficient cause for absence from school.

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Half-Day Absence—absent more than 1 hour but less than 4 hours in one day.

Full-Day Absence- absent more than 4 hours in one day.

Reporting Absences

In accordance with the Missing Children's Act, all absences and the reason for each absence must be reported daily to the school office before 9:30 a.m. The school reserves the right to declare an absence unexcused if the parent does not call. A written excuse from a parent and/or doctor is required after each absence and must state the reason for the absence.

Missed Class Work

Students are responsible for all work missed during an absence. Assignments are posted online through Info Direct. Credit will be given for makeup work for excused absences. Students are given the same number of days they were absent to complete and turn in missed work.

Unexcused Absences

An unexcused absence is defined as absence for any reason other than those listed for excused absences. An unexcused absence is considered truancy. Work missed during truancy, including all assignments and tests, must be completed in a timely fashion to be determined by the teacher. A penalty will be assessed on make-up work not to exceed a grade reduction of two letters.

Athletes Attendance

The Ohio High School Athletic Association requires that athletes be in attendance the day of the game to be eligible to play. This also applies for practice. Unusual circumstances may be evaluated by administration.

Incomplete Grades

Students absent near the end of a grading period may receive an incomplete grade for work not yet completed. After returning to school, they will be given the same number of school days to complete the missed assignments as the number of days absent.

Planned Absences

We strongly urge families to schedule family vacations during school breaks. Teachers and administration must be informed in writing one week in advance of any planned absences taken while school is in session. All assignments must be completed and turned in upon the student's return to the classroom.

Early Dismissal

Students who need to leave school at other than normal dismissal times must be signed out in the school office. For a planned early release, students should submit notification of the planned early dismissal to the school office prior to first period. Students are not to be picked up from the classroom. The student should report to the school office at the scheduled time, and then be signed out by their parents or other responsible person.

In the case of illness or an emergency, a parent or guardian will be called to pick up their student or to give verbal permission for the student to drive home.

School Tardy

Students arriving after 8:38 a.m. must go directly to the office, sign in and receive a pass. Consideration to count the tardy as unexcused is given only when a note from a parent is received explaining the reason for the tardy.

Because unexpected things can often happen, students will *not* be penalized for an excused tardy. However, after the fourth *unexcused* tardy during the same nine week grading period, students will serve an after school detention. The same will apply for each subsequent tardy. Every four *unexcused* tardies during a grading period will be converted to an unexcused absence.

Classroom Tardy

Students tardy four times to the same class will be issued a detention by that teacher.

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SCHOOL CLOSINGS

School closings and early dismissals due to severe weather conditions or calamities will be announced on local radio and television stations and posted on our website, www.gahannachristianacademy.com

When impending severe weather conditions or calamities take place while school is in session, parents will be notified by email of the time school will close. Bus students will be dismissed as school district buses modify their schedules. Student drivers must notify their parents and be given permission to leave school. All other students must be picked up by parents by the designated closing time.

EARLY RELEASE DAYS

Several days are listed on the school calendar as early release days. Students will be released at 1:00 on these days to allow for teacher inservice. Since most school districts DO NOT provide bus transportation home on these days, it is the parent's responsibility to insure that their student is picked up at the time of dismissal. No afterschool care is provided on these days.

ARRIVAL AND DISMISSAL

The school day starts at 8:38 am and ends at 3:20 p.m. Students are to arrive on school grounds no earlier than 8:25 am and leave no later than 3:30 pm unless they are enrolled in the extended care program or have been granted special permission by school administration. Bus students arriving before 8:25 must either report to the cafeteria for breakfast or go directly to the gymnasium.

Bus students are dismissed at 3:13 pm and board buses in front of the elementary building. All other students are dismissed at 3:20 pm. All students not enrolled in our extended care program must to be picked up by 3:30. No student is to be in the building after school hours unless under the supervision of a teacher or coach. Those in the 6th grade not picked up by 3:30 pm will be sent to extended care and charged accordingly.

When there is a change in a student's normal departure routine on a particular day, please notify the school office as soon as possible.

Drop off/Pick up Zones

Buses drop off and load students in front of the elementary school. Bus zones must be kept clear for the safe movement of both buses and children.

In the mornings, MS/HS students should be dropped off at the designated entry door in their building.

During dismissal time, students are not to be picked up in the front parking lot. Please help us keep our students safe by using the back parking lot and picking up secondary students at the loading dock door.

Student Drivers

Student drivers must have a Vehicle Registration Form signed by their parent or guardian on file in the school office. For the safety of our students, a 10 mph limit is to be adhered to. Speeding or reckless operation of a vehicle will result in the forfeiture of driving privileges.

Student Parking

Parking for students is provided on the south side of the back parking lot. Students are not to park in the front lot.

Senior Early Dismissal/Late Arrival

Early release/late arrival is an earned privilege available only to seniors. Criteria are tied to attendance, behavior and academic records. Information and release agreement can be found in the academic handbook.

Leaving Campus

Students are not permitted to leave the school property during school hours without special permission from a parent or guardian. When permission is granted, the student must be accompanied by a staff member or supervising adult. *Students are not allowed to leave campus for lunch unless signed out by a parent or a staff member with prior parental approval.* Violation of this policy will result in a one day in-school suspension.

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Public School Bus Transportation

Parents are individually responsible for contacting the Transportation Department of the school district in which they reside. They must sign a transportation contract to be eligible for bus transportation or a reimbursement if bus transportation is not offered.

For COLUMBUS BUS DISTRICT ONLY, the transportation contract must be signed and returned to the school office before September 30 if full reimbursement is desired. Those parents signing a contract after September 30 will receive one-half of the amount allocated for reimbursement.

Parents in school districts not offering transportation must contact their 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 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 profanity 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 are to only ride assigned buses. Exceptions may be allowed when the parents have called the bus district for permission 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. *Please note that some bus districts will not permit students to ride a non-assigned bus.*

All GCA students 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.

ACADEMIC PROGRAM

Gahanna Christian Academy is a spirit-filled outreach of Evangel Temple Assembly of God Church 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.

A curriculum committee, made up of faculty and board members, selects curriculum after careful examination and study. GCA utilizes a predominantly 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 Christian philosophy and after it is determined that comparable Christian texts of equal quality are unavailable.

Academic Handbook

Each student receives a copy of the ***Gahanna Christian Academy Academic Handbook*** which outlines graduation requirements, types of diplomas, class descriptions, and information regarding academic documentation and several educational options available for GCA students.

Guidance Office

A guidance counselor is available by appointment to assist students with class scheduling, college planning and testing.

Standardized Tests

The *Stanford Achievement Test* is administered to all middle school students in the spring. High school testing is outlined in the Academic Handbook.

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Homework

Teachers may assign homework to supplement classroom instruction. In most instances, if students use their study time wisely during the day, they will have very little homework to do in the evenings.

Homework should not be assigned on Wednesday evenings so families may attend their church's services and activities. However, if students do not take advantage of their study time during the day, or procrastinate on an assignment, they, not the teacher, is responsible for the added homework.

Students, who fail to complete four assignments in a nine week period, will be assigned an academic detention.

Grade Cards and Progress Reports

As students learn to work to please the Lord (*Col. 3:23*), achievement and grades will reflect that effort. Each student is different. We discourage comparing one student's grades with those of other student's, especially within the family. Each student is encouraged to reach his or her own potential.

All grades are posted online through InfoDirect. Please refer to the School Calendar for the dates at the end of each nine-week period when grades will be posted. Ongoing progress reports should be available through InfoDirect. If you have difficulty accessing your child's report, please notify the Administration Office.

Grades

Grades are assigned point values as follows:

- A = 4.0 points
- B = 3.0 points
- C = 2.0 points
- D = 1.0 points
- F = 0.0 points

Student Recognition

Students will be recognized each nine-week grading period for their academic achievement as follows:

- 4.00+ GPA
- 3.50 to 3.99 GPA
- 3.00 to 3.49 GPA

All subjects will count toward honor rolls.

Parent-Teacher Conferences

Parent/teacher conference days are held after the first and second grading periods. Parents should call the school office to sign up for an evening or morning time slot available during conference days. Parents or teachers may request conferences at other times throughout the school year as necessary.

Promotion

Generally the following policy on promotion shall apply:

- A student shall be retained at their present grade if failing in any two academic subjects. Exceptions to this rule will be determined by administration.
- Promotion may be possible upon the successful completion of summer school. Promotion or retention decisions will be determined by GCA administration.
- It is not recommended that a student be retained more than once in the same grade.
- A student may be retained in any grade at any time even with low passing grades, if in the opinion of the teacher, principal, and the parent, retention will be beneficial to the student.
- Skipping grades is not advocated.
- Early High School graduation is not permitted.

Field Trips

Field trips away from the school are often scheduled for educational purposes. Transportation may include cars, vans or buses. A signed parental permission slip is required for students to participate in each excursion.

Library

- Two books may be checked out for two weeks and may be renewed.
- Reference materials such as encyclopedias do not circulate and cannot be checked out.
- An overdue notice will be issued after one week. A fine of ten (10) cents per day, per overdue book, will be charged from the due date until the book is returned.

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- 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 fines may not check out additional books.
- All overdue books must be returned and fines paid within seven days of the end of each grading period in order to maintain access to Info-Direct.

Textbooks

Textbooks and workbooks are issued during the first week of classes. All textbooks are the property of GCA. Students are responsible for the care and upkeep of all textbooks and materials. Book covers are to be placed on all textbooks. Books will be assessed for damages and students will be charged a replacement fee for lost or damaged books.

Lockers

Students will be assigned a locker at the beginning of the school year. Students must have a lock on their locker. A master log will be kept in the HS Office listing the individual combinations. If the lock requires a key, an extra key must be given to the school office in order to gain access if needed.

Office and Cell Phones

Students may make urgent phone calls 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 at home before school.

Cell phone use is not permitted during school hours unless under the supervision of a staff member.

Personal Electronic Devices

Students are not permitted to have iPods, mp3 players, hand held games or other electronic devices at school. Failure to comply with this policy will result in the item being confiscated until the end of the following school day. A second offense will result in a detention; the third offense, a detention and the device will be confiscated and not returned. GCA is not responsible for lost or stolen devices.

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. High school students who want to be assured of a hot lunch each day should enroll in the hot lunch program and pay the fee monthly as described below. Otherwise, hot lunch will be available only on a first-come, first-served basis. High school students are not allowed to charge lunch. They must pay cash or use the debit account established for them by their parents. All debit accounts must maintain a positive balance.

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

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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.

ACTIVITIES

The principal handles the establishment of clubs, organizations, scheduling, supervision, etc. All activities will be conducted within the philosophy of GCA. Activities should not infringe on the classroom instructional program without prior approval from the administration.

A staff member will supervise all school activities. They are to remain until all students have left and are 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).

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

- Please make certain your child is picked up on time. Failure to do so may jeopardize the privilege for your child to participate in future events.
- Students and faculty will dress according to the standards established by the school administration.

Chapel Service

The most popular on-going event during the school year is the Monday Morning Chapel Service. Faculty, staff and students gather together to enjoy praise and worship, the preaching of God's Word and altar ministry. Parents are invited to be a part of this special worship experience.

ATHLETIC PROGRAM

Gahanna Christian Academy is home to the "Soaring Eagles." Our gymnasium is fondly referred to as the "Eagles Nest." Interscholastic sports programs begin at seventh grade for boys and girls. Soccer, volleyball, basketball, baseball, and softball are offered dependent upon the number of interested students.

Sports Eligibility

- High school athletes must meet all of the Ohio High School Athletic Association (OHSAA) eligibility requirements including that of passing courses totaling five credit hours that contribute toward graduation in the grading period immediately preceding the beginning of the season.
- All athletes must obtain a 2.0 GPA with no failing grades in the prior quarter to maintain their eligibility. A student who is academically ineligible at the nine-week grading period will be allowed a probationary period of three weeks in which to re-instate eligibility by raising grades. If at the end of the three week probationary period, grades do not meet the 2.0 GPA with no failing grades requirement, ineligibility will remain for the remainder of the nine-week grading period. The student will not be allowed to practice or participate in the sporting activity.
- Refer to OHSAA rules and regulations on student eligibility at www.ohsaa.org.

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Students are ineligible to participate in athletic contests or practice sessions on days they are absent from school for more than half a day or if they in serving a school suspension.

After school supervision is not provided for siblings of players before or during practice or on game days.

Parent Booster Program

In order to maintain a solid athletic program, it is necessary for the parents of our athletes to work together and support the Athletic Booster Program. Boosters oversee fundraising to cover the cost of game officials, uniforms and equipment. Parents are needed at each event to help with concessions and gate receipts.

STUDENT CONDUCT

The following policy has been adopted by GCA concerning the conduct of students and staff. This policy will apply to conduct on school premises, property and buses. It also applies at anytime to conduct off school premises which affects students, staff, or the Christian testimony of the school and to conduct at all school activities regardless of location.

As the Bible is the foundation of all academic courses at GCA, the same is the standard for student and staff behavior. For this reason, the following principles are adopted for students and staff (*James 1:22; I John 1:6-7; II Cor. 3:2-3*).

1. We will pattern our conduct after that of the Lord Jesus. (*I Peter 2:21,23; I John 2:16*).
2. We will regard our physical bodies as temples of God, dedicated to him. (*I Cor. 6:19-20*).
3. We will be careful to make the best use of the time available. (*Col.4: 5; Eph.5:15; Matt. 12:36; I Cor. 6:12*).
4. We will consider others first, rather than ourselves. (*Rom. 14:13, 21; I Cor. 8:8-13; Rom. 15:1; Phil. 2:3, 4*).
5. We will avoid deliberate confrontation with temptation. (*James 1:14, Phil. 2:5; 4:8*).
6. We will engage only in activities which are of positive benefit. (*I Cor. 10:23; I Thess. 5:21*).

7. We will avoid activities which are offensive to others. (*I Cor. 10:31-33*).
8. We will do only those things which we know honor Christ (*Col. 3:17; Rom. 14:23b*).

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.

GENERAL STANDARDS

- 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 behavior will not be tolerated nor will critical or cynical attitudes. These offenses are severe in nature and could result in suspension and/or expulsion.
- Students are the school's responsibility from the time they arrive to and the time they depart from school on scheduled school days.
- Items that create a distraction are not permitted during class time
- All students and parents are expected to have a positive attitude toward the dress and discipline codes.
- Swearing, profanities, disrespectful language or substitute profanities are not to be used. Actions, gestures or any other "body language" which is not honorable to the Lord, Jesus Christ are not to be used.
- Students are not to talk in a manner that is degrading to others. Even though today's society uses various put-downs with regularity, the GCA student is expected to edify and lift up each other. Put-downs have no place on our campus.
- Innuendoes should not be included in our students' conversations. Students

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are not to talk about each other in a degrading or demeaning way regarding hygiene, apparel, styles, behavior or gender.

- Students are required to abstain from the use of drugs, alcoholic beverages, tobacco, and from all forms of entertainment that are morally degrading.
- Students are to follow school standards when posting to social networking sites and texting. Posts or texts that affects GCA, its students or staff in a negative fashion may be addressed by school administration.

Parents and students who are unwilling to accept and support the higher standards of conduct expected of GCA students should find other educational institutions suitable to their life-styles.

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. Students must be prepared and ready for class by having all needed supplies on hand in the classroom.

- Students in the halls during class time must have a hall pass issued by the classroom teacher or office staff.
- Students are not to disturb other classes in session.
- Students will be dismissed by the classroom teacher after the bell has rung.

The Administration reserves the right to dismiss a student who, in its judgment, does not conform either to the stated standards of student conduct or to the expressed principles, policies and programs of the school.

Minor Offenses

The following is a list of inappropriate behaviors or attitudes that would require correction. This list is not intended to be a conclusive list.

1. Improper use of class time

2. Unprepared for class without valid excuse
3. Chewing gum
4. Eating food outside the cafeteria or designated areas
5. Creating disturbances or disruptions
6. Unexcused tardy to class or school
7. Disturbing a class in session
8. Failure to return forms requiring a parent's signature
9. Being in unauthorized areas of the building or school property
10. Roughhouse play
11. Out of class without a pass
12. Dress code violation
13. Name calling/put downs
14. Throwing or flipping objects
15. Using cell phones or other personal electronic devices.

Major Offenses

Any violation of these or similar offenses may result in detentions, in-school suspension, or suspension from school. Repeated violations may result in expulsion. This is not intended to be a conclusive list.

1. Swearing or using profanity
2. Inappropriate attitude or lack of respect
3. Stealing
4. Throwing objects which could cause harm
5. Meddling with other's property without permission
6. Failure to stay after school to complete an assignment or a detention
7. Frequent critical or derogatory remarks toward an individual or the school
8. Public display of affection (handholding, hugging, kissing, body contact)
9. Acts of rebellion against school policies
10. Leaving campus without permission or proper checkout procedures
11. Defiance or disrespect toward any school personnel
12. Reckless operation of a motor vehicle on school property
13. Physical display of aggression, fighting, tripping, hitting, etc.
14. Gambling
15. Cutting class

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Severe Offenses Warranting Expulsion

Any violation of these or similar offenses occurring at anytime (24 hrs. a day, 7 days a week) while the student is enrolled at GCA, may result in immediate expulsion from school. This is not intended to be a conclusive list.

1. Cheating or lying
2. Destruction of school/church property
3. Sexual immorality
4. Drinking or possession of alcoholic beverages
5. Smoking or possession of tobacco
6. Use, sale, or possession of drugs
7. Fighting, threatening, bullying with intent to harm or injure
8. Use or possession of a weapon, firearm, or any device that could inflict injury
9. Committing a serious breach of conduct inside or outside the school which has an adverse affect on the testimony of the school
10. Setting fires or false alarms
11. Habitual committing of less serious offenses
12. Possession of fireworks
13. Extortion
14. Forgery
15. Violating Computer/Network Acceptable Use Policy
16. Plagiarism
17. Possession of or participation in creating or distributing pornographic materials

Zero Tolerance

Some on-campus breaches of the Code of Conduct require, because of their very nature, a zero tolerance position. That is, discipline with consequences (e.g. detention, in-school or out-of school suspension, academic penalties, athletic or extracurricular ineligibility, probation, or expulsion) will occur regardless of the circumstances.

Zero tolerance behavior includes, but is not limited to, the following:

- possession, sale, or use of drugs, alcohol, tobacco and their related products or paraphernalia
- sexual harassment, overt or obscene sexual behavior
- the use of or possession of weapons

- the use or possession of explosives of any kind
- hazing, acts of violence against another person
- setting fires or false alarms.
- aggressive physical contact

Student Pregnancy

It is the purpose of GCA to maintain and present an atmosphere of moral purity and modesty in the lives of students, both male and female. Therefore, a pregnant girl will not be permitted to enroll or continue attending GCA. If the father of the child is a GCA student, he, too, will not be permitted to enroll or continue attending GCA. Upon confirmation of a pregnancy, the student(s) will be dismissed.

DISCIPLINE

The Biblical term suggests that discipline is a process of turning someone toward a better way. At GCA, we believe that God is most pleased when the one subject to discipline grows closer to God, parents, friends, and school staff. While no discipline seems pleasant at the time, all would desire that it “produce a harvest of righteousness and peace for those who have been trained by it.” (*Hebrews 12:11, Proverbs 12:15, 15:32.*) Often, the process of discipline involves the application of short-term consequences in order to help a person change. When change occurs the person will not have to experience the sad and undesirable long-term consequences of continued poor choices. (*Proverbs 15:10.*)

In order to ensure orderly conduct, any adult staff member as well as parent volunteers shall have authority to correct students and shall be supported by the office.

In all matters of discipline, the student must take full responsibility for his or her own actions, regardless of the choices of others. The faculty and administration must treat those who have erred with grace, kindness, and firmness that look toward restoration.

GCA must comply with local, state, and federal law. The school is required by law to inform local law enforcement agencies of certain illegal

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activities. Even in such situations, GCA still values restoration and will work toward it. When necessary, students and administration will partner with parents, leaders of the student's local church, and local law enforcement agencies to facilitate the best healing and restoration.

Student Correction

We exist as an extension of the Christian home, and believe that working with the parents is very important in helping children develop Christ-like qualities. If a student exhibits an attitude or behavior which is not in harmony with the principles in this code, a warning will be given and one or a combination of the following approaches may be utilized as the situation warrants:

- Prayer with the student
- Counseling, utilizing Biblical principles
- Removal of privileges
- Grade reductions (homework offenses)
- Parent notification
- Removal from class, or school activity
- Detention
- Suspension
- Expulsion

Discipline Procedure

Consequences for infractions considered minor in this Handbook are:

- A student may be warned up to four times before a detention is assigned. The four warning process begins anew after the assigned detention.
- After three detentions in a single academic year, a student will be assigned in-school suspension and placed on disciplinary probation.
- Any further infraction while the student is on probation could result in out-of-school suspension and possible expulsion.

The purpose of this sequence is to allow the offender grace and time to reform, but, if reform does not take place, the administration must take action to assure the continuance of a sound learning environment for all students.

All infractions are to be recorded in the school database by the teacher as they happen, in

order to maintain consistency and proper assignment of consequences. As records are submitted, notification will be sent to parents electronically and a hard copy is to be given to the building principal.

A student who repeatedly violates the rules after having been counseled and warned is considered to be in open rebellion against the authority structure of the school, and as such, is subject to suspension or expulsion.

Procedures for Severe-Major Offenses

When dealing with severe or major offenses, the above sequence will not be followed. Consequences will be assigned as deemed necessary by administration.

- a. The problem will be discussed with the student by the teacher or administrator who observes the offense.
- b. The teacher will inform the principal of the problem, and the principal will assume the key role in the process.
- c. Parents will then be contacted and their input sought.
- d. Under the guidance of the administration, an appropriate plan for discipline and restoration will be put into place. This may include required counseling, mentorship by a youth leader, local church and home accountability, detention, in-school or out-of-school suspension, academic penalties, athletic or extracurricular ineligibility, probation, or expulsion.
- e. If the offense is known throughout the school, a general report to the class or student body may be necessary to avoid rumors that could spread and ultimately hinder the restoration process.
- f. The faculty will be notified of all probations and of any other disciplinary action that will impact the student's academic life.

Parents, students, and faculty must understand that just as no two people are exactly alike, not all discipline will be exactly alike. Certain factors such as previous offenses, response to previous discipline, and confession versus "being caught," are all taken into consideration.

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Discipline may vary from case to case involving similar offenses. The goal is to see a heart changed by an encounter with the Word of God ministered by the people of God.

Detentions

Detentions are held on Tuesdays and Thursdays from 3:30 until 4:30. A detention given on Monday, must be served on Tuesday. One given on Wednesday must be served on Thursday. One given on Friday must be served on the following Tuesday. Other arrangements may be made, but doing so may necessitate serving an additional detention. Inherent in a detention is inconvenience regarding after school practices, rehearsals, games, and jobs.

After every third detention, the student will receive an in-school suspension. Students who receive excessive detentions will have a conference with the principal to discuss the patterns of behavior that are precipitating the detentions. Further disciplinary action may be in order.

Probations

Probation is invoked when a student has a serious problem. Probation will last one full semester allowing the opportunity to correct behavior. If the behavior does not improve to a satisfactory level during probation, the student will be asked to withdraw from GCA. At the end of the probationary period, the student will be evaluated and a recommendation will be made whether to remove the student from probation, continue on probation, or be dismissed or withdrawn from GCA.

Academic Probation

A student is placed on Academic Probation if the student fails three subjects, fails Bible class, or if his GPA for the semester drops below 2.00. The student will remain on Academic Probation until the GPA is above a 2.00. Parents will be notified by letter when their student is placed on or removed from Academic Probation.

Social (Attitude) Probation

Students, who have been confronted about rebelliousness, negative attitudes, or any other attitudinal concerns, will be provided with intervention counseling to assist them

in improving their attitudes. Another area of focus will be the spiritual attitude of the student. If the student shows he desires to improve his attitude, additional assistance and intervention will be provided. If the student does not desire to improve, dismissal will be considered.

Social Probation will continue until the student's behavior has improved. Parents will be notified by letter when their student is placed on or removed from Social Probation.

When determining the recommendation of probation status for the following semester, the administration will consider whether the student shows a desire to improve his attitude. If the student shows he is trying to understand and make necessary changes in the behavior affected by his attitude, he will be permitted to remain at GCA. If not, the student will be dismissed or expelled.

Disciplinary Probation

Students who have been suspended from school may be placed on Disciplinary Probation, which will continue until the student's behavior has improved. A letter will notify the parents of the student placed on or removed from Disciplinary Probation.

When determining the recommendation on probation status for the following semester, the administration will seriously consider whether the student's behavior has come into compliance with the GCA policy and expectations. Particular focus will be placed on a review of that student's various unacceptable behaviors, which warranted being placed on probation.

A second suspension will have probably occurred if a student is on Disciplinary Probation. After two suspensions within one school year, expulsion may be recommended by the administration. A third suspension while the student is on probation will warrant immediate expulsion from GCA.

NOTE - The probationary conditions described above directly affect the student's privilege to

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participate in GCA sports, clubs, organizations, field trips, retreats and extra-curricular activities. Students on Academic Probation are NOT eligible to participate in GCA special programs, unless a grade is issued for that specific program. Students on Social Probation or Disciplinary Probation MAY NOT be eligible to participate in GCA special programs as determined by the administration.

Suspensions

Suspension in- or out-of-school is a negative consequence for a pattern of wrong actions or for an extremely hurtful, dangerous or damaging action. Suspensions will vary from one to ten days duration. The student may return to school at the close of the suspension period.

When a student is suspended, he or she may not participate in any school event (including commencement) that occurs during the suspension period.

Students serving a suspension are responsible for:

- Obtaining all missed assignments,
- Completing all missed work,
- Submitting all completed work to teachers upon the day following the suspension.

Students will receive a zero for any missed assignments or quizzes. Missed tests or other major projects can be made up for full credit if turned in immediately following the suspension.

After two suspensions within one school year, expulsion may be recommended by the administration.

Expulsion Policy

In disciplinary cases where an expulsion is an option the following procedures will take place:

- a. The student will be suspended, indefinitely. An Expulsion Committee will meet before the end of the next day that school is in session to be informed of the incident and to discuss disciplinary options.

- b. The student's parent or guardian will be called in and informed of the disciplinary issue and subsequent action.
- c. If necessary, an expulsion hearing at which at least one parent or guardian must be present will follow within three school days. If the parents choose to bring legal counsel, the school is to be notified at least twenty-four hours before the scheduled meeting time so that equal legal representation can be present.
- d. The Expulsion Committee will consist of the Principal, Guidance Counselor, the teacher involved in the incident and one other teacher who knows the student and can serve in an unbiased capacity. If no teacher is involved in the specific incident, then two teachers will be chosen to serve in an unbiased capacity. Each member will have input as to the decision to expel or opt for suspension. The Superintendent will serve in a judicial capacity and offer insight to the Expulsion Committee on the expulsion issue.
- e. The Expulsion hearing will be limited to thirty minutes with the incident report being read, the parents'/guardian's concerns or request being heard, and any clarifications of issues being addressed. Within twenty-four hours of the hearing, the committee will meet to vote, and the parents will be notified that day.
- f. An appeal of the committee's decision to the school board must be made in writing and presented to the Superintendent to take to the board within twenty-four hours of notification of the decision of the committee.
- g. A special meeting of the Board will be made to efficiently resolve the committee's decision and the parents'/guardian's request.
- h. The decision of the Board will be final.

Adopted 10/08

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APPEALS

When appealing a matter of disciplinary action, the following process should be followed:

1. Pray about the matter seeking God's direction.
2. Go directly to the staff member or principal involved to discuss your concern.
3. If an agreement or solution is not reached, you may appeal to the administration for further attempts to reach a resolution.

The principal will contact the student's parents and arrange for a conference with the student and their parents. In minor matters that involve detentions, exclusions from school activities and academic penalties, the principal's decision will be final.

If the severity of the situation warrants, and if the issue is not resolved in the conference described above, the school superintendent will become involved and assist in the process, which may include the input of the school board.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR POLICY

Definition

Aggressive behavior is 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, and coercion, name-calling, taunting, threatening, 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 School Board 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 functions, 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 the Principal should be made to the Superintendent.
 - d. Complaints against the Superintendent should be made to the Chairman of the School Board.

All complaints should be in writing and include specific incidents.

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

Adopted 10-08

HEALTH AND SAFETY POLICIES AND PROCEDURES

Safety Drills

Fire, tornado, and lockdown drills are held in accordance with the Department of Education under the direction of the City of Gahanna Police and Fire Departments. Evacuation routes are posted in each classroom. When the alarm sounds, students are to exit quickly and quietly in an orderly manner according to the designated route. During a lockdown drill, buildings and classrooms will be locked down and students will be given specific instructions.

Immunizations

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

- 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.
- At least three doses of OPV or IPV are required. If the third dose of the series was received prior to the 4th birthday, a fourth dose is required. The 4th dose must have been administered on or after the 4th birthday.
- Three doses of Hepatitis B.
- Two measles vaccine **
- Two-rubella vaccine. **
- Two mumps vaccine.**
- Tdap or Td vaccine shall be required prior to entry into seventh grade.

**First one must have been given on or after the first birthday and the second one a minimum of 28 days later.

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 contact the school nurse if you have questions regarding immunization requirements.

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Illness

The school nurse must have on file an emergency medical form listing the name and number of a person or persons who will be available to pick up and care for your child should s/he become ill or injured at school. Parents who will be out of town or otherwise unavailable, must notify the school office in writing the name and phone number of the person responsible for your child.

GCA provides limited clinic space designed to be a source of temporary assistance for students should they become ill or injured at school. Ill children are not permitted to remain in the classroom.

While we encourage regular attendance at school, precautions must be taken to keep the spread of disease at a minimum. Student are not allowed in school with diarrhea, vomiting, sore throat, fever (100 or above), etc. Students must be symptom free for at least 24 hours before returning to school.

Screenings

Screenings will be conducted at appropriate grade levels for vision, hearing, speech, blood pressure and scoliosis. You will be notified of any deviation from normal detected in your student.

We suggest that you call the school nurse if your child 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.

Communicable Disease Control

The following GCA policies have been 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.

The GCA nurse and administration will deal with any communicable disease not listed at its advent as deemed appropriate. The school nurse will notify parents when there is suspicion of a communicable disease.

MEDICATION POLICY

Medications include prescription and nonprescription (over-the-counter) medications. No state law regulates the administration of non-prescription medication at schools. We prefer not to give medications at school and suggest that you ask your physician if the times medications are to be administered can be adjusted to times outside the school day. If it is necessary for medication to be given during the school day, we will assist in its proper administration.

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Prescription Medication

- A signed licensed physician and parent authorization form must be on file before medication can be administered.
- New forms must be completed if there is any change in the medication, the dosage, or instructions.
- New forms are required each year.
- Medications must be brought to the nurse's office by a parent or guardian 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 must be stored in a locked cabinet in the clinic. Students are not permitted to keep medication on them or in their locker.
- Medicine must be taken in the clinic. It is the student's responsibility to go to the clinic at the prescribed time to take their medicine.

These policies are required by State Law (Section 3313.7123 O.R.C.)

Non Prescription (Over-the-counter) Medication

- A signed parent authorization form must be on file before medication can be administered.
- A new permission form must be completed if there is any change in the medication, the dosage, or instructions.
- A new medication form is required each year.
- Medication must be brought to the school nurse by a responsible adult in the original container and labeled with the child's name.
- All medication will be stored in a locked cabinet in the clinic. Students are not permitted to keep any medication on them or in their locker.
- Medicine must be taken in the clinic. It is the student's responsibility to go to the clinic at the prescribed time to take their medicine.

Any questions regarding medications should be directed to the school nurse.

STUDENT DRESS CODE

Gahanna Christian Academy has a required school uniform. All items are available at School Days Uniform Store in Gahanna. Items can be purchased at the store or on their website at www.school-closet.com.

Students are to arrive at school in uniform and are to remain in uniform until the end of the day. They are expected to have a positive attitude toward the dress and discipline codes of the school. The purpose of the GCA Dress Code is to achieve a standard of dress that is modest, proper and discreet.

Modest - Having a regard for decencies of behavior or dress; quiet and humble in appearance, 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 and decent.

Discreet - lacking ostentation or pretension; showing good judgment; prudent; cautious; careful about what one says or does.

Students are expected to follow the above standards on dress down days when uniforms are not required and at all school functions.

Dress Code Violations

Students violating the dress code will wait in the school office until their parents bring them the proper clothing. Students in violation of dress code for the fourth offense will receive a detention.

Repeated violations will result in ineligibility to participate in athletic events or other school activities or student privileges. The student who repeatedly violates dress code, after having been counseled and warned, is considered to be in open rebellion against the authority structure, and as such, is subject to suspension or expulsion.

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DRESS INFORMATION FOR BOYS

All uniforms are available at School Days Uniforms. Items purchased elsewhere must conform to what is sold at School Days. This includes colors, stitching, type of material, etc. Uniform violations will result in disciplinary actions.

Official Uniform

To be worn on chapel days, special events, and noted field trips.

- Khaki dress pants with GCA logo
- Button down oxford with GCA logo (long or short sleeve)
- School tie.

Gym Outfit

- T-shirt with GCA logo
- modest shorts,
- white socks
- tennis shoes with non-marking soles

Jewelry

- Small tie-tack, necklace, or watch
- No earrings or other piercings

Hair

Hair must be above the eyebrows and shirt collar, not more than halfway over the ear, clean, and well groomed with no punk styles or unnatural colors.

Facial Hair

Faces will be clean-shaven with side burns to the bottom of the ear.

Junior and Senior male students are permitted to have neatly groomed facial hair that has growth no longer than ½ inch. Administration will have the final say on what is considered “neatly groomed.”

Shoes

Dress shoes, or tennis shoes with non-marking soles with socks.

All clothing must fit properly

APPROVED UNIFORM LIST FOR BOYS

Navy or Khaki Dress pants with GCA Logo and belt

White, long or short-sleeve button-down oxford with GCA Logo

White, Navy or Red Knit Polo Shirts with GCA logo

GCA Eagles Tie

Gray GCA Sweatshirt worn over uniform shirt

Navy GCA Fleece

Navy or Red Sweater from School Days

Gym Uniform if taking PE

Socks

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DRESS INFORMATION FOR GIRLS

All uniforms are available at School Days Uniforms. Items purchased elsewhere must conform to what is sold at School Days. This includes colors, stitching, type of material, etc. Uniform violations will result in disciplinary actions.

Official Uniform

To be worn on chapel days, special events and noted field trips.

- Plaid skirt
- Long or short sleeved button down oxford shirt with GCA Logo.
- MS—navy knee socks or tights.
HS – white knee socks or tights

Gym Outfit

- T-shirt with GCA logo
- modest shorts
- white socks
- tennis shoes with non-marking soles

Skirt length

Must be no shorter than two inches above the knee.

Jewelry

Jewelry must be simple and not noisy. Piercings are limited to two earrings in each ear.

Make-up

Modesty must be observed.

Hair

Must be feminine, neat, clean, well groomed, with no punk styles or unnatural colors.

Shoes - Dress shoes or tennis shoes with non-marking soles with socks.

All clothing must fit properly

APPROVED UNIFORM LIST FOR GIRLS

Middle School: Plaid or Navy Skirt

High School: Plaid or Khaki Skirt

Navy or khaki dress slacks with GCA logo

White, long or short-sleeve button-down oxford with GCA Logo

White, Navy or Red Knit Polo Shirts with GCA logo

Gray GCA Sweatshirt worn over uniform shirt

Navy GCA Fleece

Navy or Red Sweater from School Days

Gym Uniform if taking PE

White or Navy socks or tights

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PARENT INVOLVEMENT

Parents play a very important role at GCA. They are encouraged to take an active part in their child's education and are given the opportunity to become a part of the GCA community through volunteer service. Parents should contact the school office to see what opportunities are available.

Parent Teacher Fellowship (PTF)

GCA promotes an active PTF, which exists to:

- Promote relations between parents, teacher and other staff
- Coordinate placement of volunteers
- Raise and provide funds for major improvements and unbudgeted needs

Parents are encouraged to become a part of and support this vital group.

Music Boosters

Parents whose children are involved in our music program are encouraged to join the Music Boosters.

Information about this group can be obtained from the Music Department

Tuition Reimbursement Program (TRIP)

The finance office sells gift cards from various businesses. A percentage of which can be applied towards tuition.

Athletic Boosters

Athletic Boosters support the sports program. They oversee fundraising to cover the cost of game officials, uniforms and equipment. Parents are needed at each home sporting event to help with concessions and gate receipts.

Miscellaneous Volunteers

Volunteers are also needed in the school office, lunchroom, art and music departments, maintenance, with fundraising, etc. Parents interested in volunteering in these and other areas on a regular basis should contact the school office.

WATCHDOGS

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, and
- 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.

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COMPUTER, NETWORK AND INTERNET POLICY

Student Agreement

Each student must read the *Terms and Conditions for Computer, Network, and Internet Use Policy* then sign and have on file their agreement to abide by the terms of the Policy. Violating or in any way misusing access to the Gahanna Christian Academy's computer network or The Internet, will result in the student's access privilege being revoked and disciplinary action taken.

Parents must also sign the agreement allowing or not allowing their child to have access to The Internet.

Terms and Conditions for Computer, Network, and Internet Use Policy and Agreement

Gahanna Christian Academy (GCA) is pleased to make available to our staff and students access to the latest computer technology, including the almost limitless and diverse resources available through the World Wide Web and Internet, via a networked computer system. We believe that these resources should be offered to students and school personnel to *promote educational excellence*. The GCA Terms and Conditions for Computer, Network, and Internet Use Policy and Agreement has been approved by the GCA Administration and the GCA School Board and is being provided to each family enrolling students in GCA. The purpose of this document is to inform parents/guardians, and students of the availability of the computer and Internet resources, the rules governing their use, and to obtain express parental or guardian permission for their student to use the Internet while at school. Please review the GCA policy and be familiar with it so consistent enforcement can be provided to students. As we look at this vast information source (the Internet), we desire to look at it holistically, seeking to filter its possibilities through a Biblical filter system where technology is not the thing to be esteemed, but a means to study the world God has created for us. It is our resolve

to use the computer technology and the Internet with the same attitude that Paul had in writing to the Romans, "I want you to be wise about what is good, and be innocent about what is evil." (Romans 16:19), as well as later when he wrote to the Philippians, "Finally brothers, whatever is lovely, whatever is noble, whatever is right, whatever is pure, whatever is admirable, if anything is excellent or praiseworthy think (dwell) on these things." (Philippians 4:8).

Internet access affords our students the flexibility to gather information from some of the world's finest institutions. The Library of Congress, university libraries, up-to-the minute medical and scientific information is virtually at their fingertips. While the educational value of appropriate information on the Internet is substantial, unfortunately, the great potential of computer networks is not always used in a positive and constructive way. There is information that may be judged as inaccurate, abusive, profane, sexually oriented, or illegal. *GCA does not condone or permit the use or accessing of this material.* While filtering software in use can help screen undesirable information, it is the joint responsibility of school personnel and the parent or guardian of each student to educate them about their responsibility when using the Internet.

One of our school goals is to support students in responsible use of this vast reservoir of information. Internet access is available to students only on computers that are in highly traveled areas of the school building such as classrooms, computer labs and media centers. However, parents and guardians must be aware that while at school, direct one-on-one supervision by school personnel of each student using the computers is not always possible. Thus, students are expected to use these resources in a manner consistent with this contract and will be held responsible for their use. GCA strongly encourages parents to discuss with their children their own expectations for their child's Internet use.

PROPER AND ACCEPTABLE INTERNET OR WWW USE

The use of the Internet, including the World Wide Web (WWW), at GCA must be in support of education and academic research and be consistent with the educational objectives of GCA. Identified below are the types of activities

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that are or are not permitted. These are general categories and are not intended to be all inclusive.

Internet activities that **are permitted and encouraged**:

- Investigation of specific topics being studied in school.
- Investigation of opportunities outside of school related to community service, employment or further education.

Internet activities that are **not permitted at any time**:

- Searching, viewing or retrieving materials that are not related to assigned school work, community service, employment or further education. Thus searching for or viewing sexually explicit, profane, violence promoting or illegal materials is not permitted at any time.
- Copying, saving or redistributing copyrighted material to include music, videos, and written documents. Computer users shall assume that all material is copyrighted unless explicitly noted.
- Subscription to any services or ordering of any goods or services.
- Sharing of the student's home address, phone number, or any other personal information.
- Playing on-line games or using other interactive sites such as chat rooms, blog sites, video sharing sites, personal sites (MySpace, Xanga, email, etc.) unless specifically assigned by a teacher.
- Any activity that violates a school policy or rule as well as any local, state, or federal law.

If a student has any questions about whether a specific activity is permitted, they should ask a teacher or administrator. If a student activity accidentally accesses inappropriate material, they should exit that site immediately and report the incident to a teacher or administrator.

RELIABILITY

Gahanna Christian Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. GCA will

not be responsible for any damages you suffer. This includes non-deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at the user's own risk. GCA specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

NON-INTERNET COMPUTER USAGE

GCA computers are available for use by all students and staff. As such, it is important to remember that these are not personal computers. These are shared computers. As such, they have been set up to best serve all potential users and to make their administration easier to manage. Therefore, the following rules must be adhered to at all times:

- Access and use of personal E-Mail is prohibited. However, students are permitted to email materials being worked on to their personal account if authorized by a teacher.
- Accessing On-Line Games is prohibited.
- Accessing or browsing shopping sites is prohibited. This includes E-Bay as well as individual store sites. Students are prohibited from making commercial transactions (buying or selling) over the Internet from GCA computers.
- Chat Rooms and other community sharing sites such as MySpace, YouTube, etc. are not to be accessed at any time.
- Other non-academic uses are generally not permitted unless specifically approved and monitored by a teacher or other staff member.
- Accessing materials that are offensive to others, cause harm to others or damage to property, or is controversial or offensive in nature is prohibited.
- Downloading of screensavers, toolbars, programs, or anything from the internet is never permitted.
- Changing any computer setting including but not limited to screensavers, backgrounds, resolutions, etc. is never permitted. Remember, these are not your personal computers, they are shared by everyone. The

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settings are applied or changed by the GCA Technology Coordinator in order to maintain a common look and feel for all students.

- Moving of ICONS on the desktop is prohibited. These are generally placed in a specific arrangement to facilitate instruction and problem resolution.
- Streaming audio and video for entertainment purposes is forbidden on the GCA network. There may be some limited occasions when a class assignment requires this form of media. For such occasions, the media must be stored on a personal USB storage device and used under the supervision of a GCA teacher.

USE OF PERSONAL PORTABLE COMPUTING DEVICES:

These devices include, but are not limited to, laptop computers, netbooks, PDA's, and network capable cell phones. If a student chooses to bring their own computing device to school, they do so at their own risk. GCA in no way assumes responsibility for the safety or functionality of the device. *The use of the device will be limited to educational purposes only.* Connection to the GCA network and Internet will be accomplished through a hardwire connection only, and is to be used only under a GCA teacher's supervision. The device will not be allowed to join the GCA network domain for any reason. The GCA wireless network is not for student use and as such, student devices will not be connected to the wireless network. All such devices are to be turned off except when their use is specifically authorized by a GCA staff person. Failure to follow these policies shall result in the device being confiscated and returned only to the parent/guardian.

PORTABLE USB DEVICES:

Use of portable USB devices is encouraged for students to save work to use at home. Such devices are not needed to store documents used during school. Each student is given a secure Document storage location that they alone can access with their password. However, when a portable USB device such as a flash drive, or memory stick, is connected to any computer on the GCA network, that device

becomes part of the GCA network. Therefore the use of information, programs, or any application on the device must conform to all of the terms and articles of this agreement. Using a USB device to bypass the GCA network filters and other security measures is strictly forbidden. Anyone caught doing so, or attempting to do so, will have all network access privileges revoked immediately. The incident will then be referred to GCA Administration for appropriate actions as a serious violation of GCA policy.

EXCEPTIONS TO TERMS AND CONDITION

All terms and conditions as stated in this document are applicable to all computers used at Gahanna Christian Academy. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties for in-school Internet access.

PRIVACY

Network and Internet access is provided as a tool for education. GCA reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access as well as any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of GCA and no user shall have any expectation of privacy regarding such materials.

PLAGIARISM (THEFT)

Students should treat information that is found electronically in the same way they treat information that is found in printed resources. If internet sources are used for research, an identifiable citation must be included in a bibliography. Students must produce printed copies of the source if requested. Rules against plagiarism will be enforced. GCA will not tolerate the use of our system for the illegal copying or storing of illegally acquired software or information.

MISUSE

The student's use of the GCA computer network and Internet is a privilege, not a right.

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Violations of the terms of this agreement will, at a minimum, result in suspension or revocation of a student's access to the GCA computer network including the Internet. Any action taken by a student that is in violation of school policies and standards will be subject to further school disciplinary actions.

Further, a user violates this Policy and Agreement if they permit another student to use their account or password to access the computer network and Internet, including any student whose access has been terminated or denied.

Your signature(s) on the agreement is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand their significance.

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GRIEVANCE POLICY

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 → → Evangel Temple Church Board

PRE-SCHOOL: -Teacher → → Preschool Director → → GCA Superintendent → → GCA School Board → → Evangel Temple Church 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. The staff member shall prepare a written response explaining the situation from his or her perspective, attach it to the written grievance, and refer both to his or her immediate supervisor in the GCA organization within three (3) days from receipt. The GCA staff person shall be allowed confidential counsel of his or her 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 higher level of the organization.

The aggrieved parties may appeal the decision to the higher level of the organization at their discretion.

The Evangel Temple Church Board shall be the final level 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 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.

Include the 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.

Adopted 08/83

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

Policy

GCA 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.

GCA 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:

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

Sexual Harassment 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:

- Unwanted sexual advances or propositions
- Offering academic benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances

- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters
- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes
- 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
- 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 sexually harassing nature, are 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:

- Preschool Director
- Elementary School Principal
- MS/HS Principal
- Superintendent

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

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appropriate government officials as the circumstances warrant.

Protection Against Retaliation - The school's policy prohibits discrimination or retaliation 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.

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Gahanna Christian Academy Middle School – High School Handbook Policy Acceptance Form

We have received and read the Gahanna Christian Academy Student Handbook. Our signature below indicates that we give our full support and approval of all policies and procedures within this handbook. We agree to abide by the rules and understand that violation of these rules will result in discipline.

Parent's Signature

Date

Student's Signature(s)

Date