

GENOA CHRISTIAN ACADEMY STUDENT/PARENT HANDBOOK



Racial Nondiscriminatory Policy

The Genoa Christian Academy recruits and admits students of any ethnicity, national origin, religion, gender, disability, age and ancestry in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. The Genoa Christian Academy will not discriminate on the basis of race, ethnicity, national origin, gender disability, age and ancestry in the hiring of its certified and non-certified personnel.

GCA STUDENT/PARENT HANDBOOK
Revised July 2016

Table of Contents

General	Pages 4–6
School Mission	
School Symbol and School Colors	
GCA Will Be an Exemplary School Community	
GCA Expected Student Outcomes	
Statement of Faith	
Personnel	
Academics	Pages 6–8
Parent–Teacher Conferences	
Report Cards and Progress Reports	
Grading Scale	
Academic Testing	
Academic Contracts and/or Probation	
Homework	
Honor Roll and Merit Roll	
Dropping Classes (MS/HS)	
Cumulative Records	
Academic Assistance and Services	
Summer School	
Athletic Eligibility Requirements	
Student Records Policy	
Discipline Policy	Pages 8–9
Goals of Discipline	
Offenses	
Discipline Procedures	
Detention	
In-School and Out-of-School Suspension	
Disciplinary Probation	
Dress Code Policy	Page 9
Dress Code Overview	
Attendance	Page 10–11
Tardiness	
Absences (K–12)	
Excused/Unexcused Absences	
Admission Policy	Page 11–12
Admission Procedure	
Finances	Page 12
Tuition Payments	
Fundraising Policy	
Returned Checks	
Health and Safety	Pages 12 –13
Fever, Diarrhea and Vomiting	
Medication	
Emergencies and Accidental Injuries	
AIDS Policy	
Communicable Diseases	
Health Program	
Fire and Tornado Drills	

Miscellaneous

Pages 13–17

- Chapel
- School Day
- Length of School Year
- Late Arrivals
- Early Pickup
- Elementary School Dismissal
- Middle and High School Dismissal
- Gum Chewing
- Locker Use
- Hall Passes (MS/HS)
- After-School Care
- Emergency Closing and TV Listing
- Lunches
- Transportation
- Parent Visitation
- Lost or Damaged Books
- Parent-Teacher Fellowship
- Computer Use
- Personal Electronic Devices
- Sexting
- Withdrawals
- MS/HS Bell Schedule, Two-Hour Delay and Early-Release Schedules

Girls and Boys Uniform Policies

Pages 18–21

- Uniform Options
- General Dress Code Information
- Purchasing Locations

Student/Parent Handbook Agreement Form

Page 22

Genoa Christian Academy

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MISSION

Educating minds for an ever-changing world while shepherding hearts.

In fulfilling our mission we desire to:

- Foster a vibrant relationship with Christ—a life rooted in him, nurtured by prayer, and governed by God's Word.
- Value each student as a unique, image bearer of God with great significance.
- Practice servant leadership characterized by love and compassion.
- Strive for continual academic and spiritual growth.
- Partner fully with parents and support them in the spiritual development and academic progress of their children through healthy relationships built on trust.

SCHOOL MASCOT: Lion.

SCHOOL COLORS: Hunter green and white.

GCA WILL BE AN EXEMPLARY CHRISTIAN SCHOOL COMMUNITY (K–12) THAT EXCELS IN PREPARING ABLE-THINKING STUDENTS IMMERSSED IN A BIBLICAL WOLRDVIEW

Functioning as a diverse Christian community, the school will develop strategic partnerships with parents, churches, and other area schools to develop students' unique gifts and abilities to their highest potential for the glory of God. Exceptional campus facilities will include technology for the 21st century. A faculty of committed and empowered scholar mentors will nurture, challenge, and equip students to be rooted in Christ, to think biblically and critically, and achieve appropriate levels of academic and extracurricular excellence in order to become transformational leaders* for Christ and His kingdom in the Columbus area and around the world. (*The definition of transformational leaders originates in the Board's End Policies and is further interpreted in the administration's student outcomes.)

GCA EXPECTED STUDENT OUTCOMES

Students who graduate from Genoa Christian Academy should be students who:

- Are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking.
- Are proficient in mathematics and science.
- Have knowledge and understanding of people, events, and movements in history (including church history).
- Appreciate literature and the arts and understand how they express and shape their beliefs and values.
- Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting inter-ethnic harmony, and encouraging biblical hospitality for the “alien,” “stranger.”
- Personally respond to carrying out The Great Commission locally and around the world in a culturally sensitive manner.
- Know how to utilize resources including technology to find, analyze and evaluate information.
- Are committed to lifelong learning.
- Have the skills to question, solve problems, and make wise decisions.
- Understand the worth of every human being as created in the image of God.
- Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
- Understand and commit to a personal relationship with Jesus Christ.
- Know, understand and apply God’s Word in daily life.
- Possess apologetic skills to defend their faith.
- Are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
- Treat their bodies as the temple of the Holy Spirit.
- Are actively involved in a church community, service to God and others.
- Understand, value, and engage in appropriate social (community) and civic (political) activities.
- Embrace and practice justice, mercy, and peacemaking in family and society.
- Value intellectual inquiry and are engaged in the marketplace of ideas (open, honest exchange of ideas).
- Respect and relate appropriately with integrity to the people with whom they work, play, and live.
- Have an appreciation for the natural environment and practice responsible stewardship of God’s creation.
- Are prepared to practice the principals of healthy, moral family living.
- Are good stewards of their finances, time (including discretionary time) and all other resources.
- Understand that work has dignity as an expression of the nature of God.

STATEMENT OF FAITH

We subscribe to the statement of faith of our sponsoring church. Genoa Baptist Church is a Great Commission Church.

We Believe:

The Bible is the inspired, infallible, divinely preserved Word of God and the supreme and final authority for all faith and life. There is one God, eternally existent in three persons: Father, Son, and Holy Spirit. Jesus Christ is Lord, encompassing full deity and full humanity. Jesus was born through a miraculous virgin birth. He lived a sinless life marked by miracles. He died a vicarious and atoning death through His shed blood on the cross. He was resurrected in the body. He ascended to heaven and His bodily return in power and glory is imminent. Man was created in the image of God, but fell into sin and those who put their faith in Jesus Christ can be saved. Salvation is the free gift of God brought to the sinner by grace and received by personal faith in the Lord Jesus Christ. Through His death on the cross the penalty for man’s sin was paid. The ministry of the Holy Spirit is to convict mankind, indwell; guide, instruct, and empower the believer for godly living and service.

Bible:

In our Bible courses and weekly Chapels, our students use the New International Version (NIV) of the Bible.

PERSONNEL

School Board

The Genoa Christian Academy School Board is made up of Pastoral Staff of Genoa Church and is herein interchangeably referred to as the GCA Board, the Board, or the School Board and is led by the Senior Pastor of Genoa Church.

Note: The GCA Board reserves the right at any time to change any policy or procedure found within this handbook. In the event of such a change the GCA Board will make every reasonable effort to provide prior notice to constituents.

Faculty and Staff

The faculty and staff of Genoa Christian Academy possess a love for children and a passion for Jesus Christ. They are committed Christian role models and are professionally qualified. Faculty and staff are assigned responsibilities in accordance with their qualifications.

Teachers participate in in-service training days throughout the school year. Teachers are responsible for maintaining their professional education and licensure

ACADEMICS

Parent–Teacher Conferences

Parent–teacher conferences are scheduled two times a year. At the elementary level it is important that every student’s parent(s) come to the first conference. Teachers and parents may find it necessary to schedule conferences at other times during the school year.

Report Cards and Progress Reports

Report Cards are sent home four times throughout the year. The reports indicate academic progress, strengths, and weaknesses in the areas of attitude and effort. Midterm progress reports are sent home midway through each quarter.

Grading Scale Grades 4–12

Numerical grade	Letter grade	GPA
98-100	A+	4.0
92-97	A	4.0
90-91	A-	3.7
88-89	B+	3.3
82-87	B	3.0
80-81	B-	2.7
78-79	C+	2.3
72-77	C	2.0
70-71	C-	1.7
68-69	D+	1.3
62-67	D	1.0
60-61	D-	.7
0-59	F	.0

Academic Testing

Standardized tests and/or diagnostic tests are given each year. A copy of a student’s test results will be communicated to parents from the school office. High school students will take the OGT (Ohio Graduation Test) and/or assessments required for high school graduation.

Academic Contracts and/or Probation

The GCA administration in consultation with GCA teachers may place a student on academic probation and/or on academic contract. Excessive tardies and/or absences, failing classes, and/or not turning in homework/projects may result in an academic contract and/or probation. In addition to academic contracts/probation, a student may be ineligible for electives and/or field trips due to poor academic performance.

Homework

Homework serves as an opportunity to reinforce and master skills taught at school. As students progress, more homework is assigned because of increased academic expectations and preparation for college. Refusing to complete assignments may result in disciplinary action.

Honor Roll and Merit Roll

The school will quarterly publish an honor roll for 4th–12th grades. The purpose of having an honor roll is to recognize those students who have excelled academically. The honor roll will include all subjects that are given a letter grade for that grading period. The High Honor Roll is for students earning a **3.8 GPA** or higher. The Honor Roll is for students earning a **3.3 to 3.79 GPA**, with no D's or F's. The Merit Roll is for students earning a **2.7 to 3.29 GPA**, with no D's or F's.

Dropping Classes (Middle School/High School)

Students requesting to change elective classes must fill out a schedule-change request form and have it signed by at least one parent and the guidance counselor. (Forms are available in the office.) Classes must be dropped within the first two weeks. Any related class fees are nonrefundable. The changing of a non-elective class requires a conference with the principal.

Cumulative Records

Cumulative records shall be maintained on all students pertaining to their course work, grades, medical records, attendance records, standardized testing and other pertinent information. Information contained in these files is confidential and should only be viewed by teachers currently responsible for educating the student and by administration.

Academic Assistance and Services

Genoa Christian Academy provides special-education services for children with disabilities, to the extent our available staff and facilities permit. Limited tutoring and remedial assistance is available for children who do not qualify for a service plan. More extensive tutoring and remedial assistance may be available at additional cost to the family. The progress of our students who receive academic assistance and services is reviewed on an annual basis with parents and the educational team. In some cases, an extra textbook may be rented by the family to keep at home during the school year for \$25 per year based on the recommendation of Intervention Services and/or the Administration.

Summer School

Genoa Christian Academy does not offer summer school programs at any grade level.

Athletic Eligibility Requirements

See Athletic Handbook.

Student Records Policy

Genoa Christian Academy shall maintain cumulative records on all students pertaining to their courses taken, grades, medical records, standardized testing, and other pertinent information. Parents may have access to their child's records upon request to the principal and under the supervision of designated personnel.

DISCIPLINE POLICY

Courtesy is expected from all students at all times. Students will address teachers and staff members as Mr., Mrs., Miss., or Pastor.

Goals of Discipline

1. Ensure safety of staff and students.
2. Create an environment conducive to learning.
3. Promote character training and self-discipline.
4. Redirect disorderly tendencies.
5. Encourage students to follow Christ.

Offenses—This list is representative and not limited to:

- Bullying.
- Causing physical harm to another person.
- Cheating, plagiarizing, or copying.
- Destroying, damaging, defacing or tampering with public or private property.
- Disobedience.
- Disrespect of authority.
- Dress code violation.
- Eating in class without permission.
- Harassment and verbal threats.
- Possession or use of a weapon.
- Possession or use of illegal drugs, tobacco, or alcohol.
- Possession or use of e-cigarettes, Hookah pens or vapor devices.
- Public displays of affection.
- Stealing.
- Unexcused tardies, unexcused class tardies.
- Unapproved personal electronic devices during school hours.
- Unwillingness to complete assignments.
- Using profanity or obscenities - verbally or with gestures.
- Writing on self or others.

Discipline Procedures

We believe students need an environment of stability and consistency and that a working partnership with the parents is important in helping students develop Christ-like character. When a student exhibits the attitudes or behaviors listed above, one or more of the following approaches may be utilized as the situation warrants. As discipline decisions are made, the staff will communicate with the student's parents.

- Verbal warning
- Lunch Detention
- After-school Detention
- Parent Notification
- Removal of privileges
- Written assignment
- Parent/teacher/principal conference
- In-school suspension
- Saturday detention
- Academic or behavioral contract
- Out-of-school suspension
- Contact proper authorities
- Counseling
- Probation
- Expulsion

Detention (Grades 4–12)

1. Students must serve their detention during the next scheduled detention time (to be determined by the principal or dean of students). Failure to do so will result in another detention being given. If a student is unable to serve the detention at the assigned time, a parent note or phone call to the principal or dean of students is required.
2. Four detentions within a nine-week grading period may result in a suspension and/or other disciplinary measures.

In-School Suspension Policy

1. Parents will be notified when a student's behavior merits an in-school suspension.
2. The student will complete all work assigned by their teachers.
3. The student will have no contact with their classmates during the day.
4. The student will not participate in any extracurricular activities on the day(s) of their suspension.

Out-of-School Suspension

1. When a student's behavior merits an out-of-school suspension, the principal or dean of students will notify the student and parents.
2. The student will complete all work assigned by their teachers.
3. The student will not participate in any extracurricular activities on the day(s) of their suspension.
4. A conference with the student, parent(s) and principal or dean of students must take place before the student returns.

Disciplinary Probation

Students may be placed on probation for attitude or behavior. Reasons for probation may include but are not limited to a rebellious spirit, continued negative attitude and/or bad influence upon other students, continued deliberate disobedience, or committing a serious offense. In addition to probation, a student may be ineligible for electives and/or field trips due to poor attitude or behavior.

DRESS CODE OVERVIEW

While understanding that compliance with the dress code cannot be used to measure a student's spirituality, his/her attitude toward the rules and willingness to comply indicates a positive Christ-like attitude. The school dress code is intended to minimize confusion and simplify purchasing clothing and to discourage extreme fads and styles. **See Dress Code Policy near the back of this handbook for details.** Students in 6th–12th grade violating the dress code will receive a dress code violation. Four (4) dress code violations in one quarter will result in a detention. Each additional infraction after their fourth (4th) dress code violation will result in a detention.

ATTENDANCE

While we encourage students to stay home when they are ill, regular attendance in class is essential to student learning. Although provisions may be made for missed class time, classroom instruction cannot be completely replicated through make-up assignments. Our attendance policy is designed to encourage students to be in class, as well as to provide guidance for those who might experience a prolonged illness. Excessive absences may result in dismissal from Genoa Christian Academy.

Absences

All absences, excused or unexcused, are counted as an absence and will be recorded in the student's attendance record. For student safety and record keeping, **the parent/guardian must call the school office (by 8:30 a.m. for MS/HS and 8:45 a.m. for Elementary) for each day the student is absent.**

Elementary and Middle School Absences:

Half-day absence: Student who arrives more than 90 minutes late.
Student who leaves more than 90 minutes early.
Student who is at a doctor's appointment for more than 90 minutes.

Full-day absence: Student who arrives after 11:30 a.m.
Student who leaves before 12:00 p.m.

High School Absences:

Because credit for high school classes is based on instructional hours, attendance is recorded for each class period. Excessive absences in a course may result in loss of credit for that course.

Excused Absences

- Student illness. The parent/guardian is responsible to call the school office each day by the designated time. Additional written documentation from a physician is required for a prolonged medical absence of more than four days.
- Death of a relative.
- Mandated court appearance with written notification from the court.
- Personal emergency.

Absences Arranged in Advance

- Parents are required to notify the school in writing at least two weeks prior to any planned absence. The parent will not need to call the school office daily if the absence is pre-arranged. College visits are included in this category with proper documentation from the college providing the date of the visit.

Tardiness

All students arriving to school or homeroom after the starting time (8:15 a.m. MS/HS or 8:30 a.m. Elementary) will be considered tardy. Any student who is tardy must report to the office for an entry slip into their class. A parent/guardian must sign in the student at the office. The tardy will be recorded as **unexcused** if the student is not signed in. For a middle or high school student, four (4) unexcused tardies (school tardies or class tardies) in one nine-week grading period may result in a detention. Each additional infraction after the fourth (4th) violation will result in a detention. Excessive tardiness in a high school class may also jeopardize receiving credit for the course.

Extended and/or Frequent Medical Absences

After 10 absences in a semester, a member of the administration shall contact the parent/guardian and the student to discuss the absences (i.e., extended student illness). If feasible, a plan may be developed with administration to allow the student to continue his or her class work. If such a plan is developed, student and parent will be responsible to follow the plan as outlined or the student may be subject to dismissal from GCA. Students absent for more than ten (10) consecutive days must have a re-entry conference with a member of administration prior to returning to school.

After 14 student absences in a semester, administration shall contact the parent/guardian and the student to inform them that the student's credit for the class(es) is in jeopardy. Any student absent from class for any reason for more than 14 days in a semester may not earn credit for that class.

Missed School Work – Middle and High School

All missed work, quizzes and tests are the student's responsibility. The student will need to contact their teachers and check RenWeb about missing work. The window during which work may be made up for any given assignment is equal to the number of days missed during the absence, with the exception of long-term projects that were assigned prior to the absence.

ADMISSION POLICY

The Genoa Christian Academy recruits and admits students of any ethnicity, national origin, religion, gender, disability, age and ancestry in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. The Genoa Christian Academy will not discriminate on the basis of race, ethnicity, national origin, gender disability, age and ancestry in the hiring of its certified and non-certified personnel.

NOTE: All newly admitted GCA students are accepted on a 30-day provisional basis.

Admission Procedure

1. Each new applicant shall fill out an online application for admission and submit required paperwork to the school office. An Application fee is required online. An official transcript must be submitted for high school applicants.
2. Each new student will be tested to determine academic readiness. (Registration/Assessment fee and vaccination records are collected at this time.)
3. Kindergarten students must be judged mature enough to do the work required and must meet the age requirement of 5 years old by August 31 of the current school year.
4. Enrollment shall be limited to students from homes where at least one parent/guardian is in basic agreement with the Christian philosophy of education, doctrinal beliefs, and policies of the school. Parent/guardian shall sign a statement on the registration form evidencing agreement with these factors.
5. The re-enrollment of current students will begin in February.
6. Enrollment for new students will open immediately after the announced period of re-enrollment of currently enrolled students.
7. The acceptance, rejection, or waiting-list status of new applicants will be given to the parents either by letter, in person or by telephone as soon as the application and assessment has been reviewed by the administration.
8. Any student's enrollment remains under the discretion of the school administration. Any student denied enrollment on any basis other than lack of open positions may appeal such a denial to the GCA Board. The GCA Board will issue a written decision within five (5) working days.
9. All new students will be in a probationary period for nine (9) weeks during which grade placement and enrollment status may be reviewed.
10. Any student may be put on probationary status of enrollment at the discretion of the school administration.

Homeschooled Students

Homeschooled students in high school only may apply for enrollment in one or more classes pending administration approval and available space. (Please contact registrar for details.) Homeschooled high school students enrolled in one or more classes at GCA may only attend a field trip or class trip if they are enrolled in the class/classes that pertain to that field trip and only with permission from the administration. Eligibility for principal roles in drama/theatre arts/band/choir will include additional consideration for full-time students during tryouts. Please see the Athletic Handbook for details on eligibility and team tryouts.

FINANCES

Tuition Payments

Tuition, supply fees, registration fees and facility fees are set by the school board. Monthly tuition payments are paid through FACTS Tuition Management Company on a 10- or 12-month payment contract. There is a discount on tuition given to all families who pay the tuition and fees in full by the specified date. A Financial Aid form is available in the office for families who wish to apply. Final grade cards and standardized testing results will be held until accounts are current and all other fees/balances are paid. **After the first day of school, any student withdrawing prior to the end of the school year will owe the equivalent of 1/6 of the total tuition, in addition to tuition owed for the time the student attended school.**

Fundraising Policy

Any fundraiser must be approved annually by the administration. All funds raised must be processed and accounted for through the registrar's office.

Returned Checks

A returned check penalty fee of \$15 will be charged for any check returned by the bank as unpaid. Upon receipt of the returned check, the issuer will be notified and informed they have ten (10) days to make payment, including any related fees.

HEALTH AND SAFETY

Fevers, Diarrhea and Vomiting

The Ohio Health Department **requires** a period of 24 hours free of fever/diarrhea before a student can return to the classroom. Genoa Christian Academy requires a period of 24 hours free of vomiting before a student can return to the classroom.

Medication

Ohio Revised Code requires that all medications (including pain relievers and cold medicines) be delivered to the office in their original labeled containers. If the medication is a prescription, it must be in a pharmacy container labeled with the student's name, prescribing doctor's name, and the dosage. The Medication Authorization Form must accompany the medication stating dose, schedule, number of days, child's name and parent signature. Forms are available in the school office. Over-the-counter medications will be given to students with parental permission as stated on the Emergency Medical Authorization card.

NOTE: Students with prescribed asthma inhalers may keep them on their person or nearby their person.

Emergencies and Accidental Injuries

In order to deal with emergencies and accidental injuries, at least one of the school staff shall be trained in first-aid. The school staff office shall keep on file an emergency card for each student. The card shall list the family doctor and hospital, in the event we must transfer the student to a hospital, and the parent's permission to administer medical attention to the student. Every effort will be made, however, to contact the parents, either at home or at their work, to inform them of the emergency.

Students are not permitted to engage in unsanctioned activities on school/church grounds during or outside of school hours, such as bicycling, skateboarding, etc., or other unsupervised activities.

AIDS Policy

The Genoa Christian Academy has adopted a policy on AIDS based largely on the guidelines and recommendations of the Association of Christian Schools International. A copy of this policy may be obtained in the school office.

Communicable Diseases

State Health Department policy is followed in all cases at Genoa Christian Academy.

- A. A child will be excluded from school if the superintendent suspects the child has a communicable or nuisance disease. The superintendent will immediately report the reason for exclusion to the parents. If a child has a communicable disease, further action, including the child's return to school, will be in accordance with Board of Health regulations.
- B. A student may be exempted from immunization upon the presentation of the written objection of his/her parent or guardian, or the written certification of a physician that such immunization is medically contraindicated.

Health Program

Genoa Christian Academy health policies and procedures shall be conducted in cooperation with the Delaware County Health Department.

Fire and Tornado Drills

Fire drills, tornado drills and lockdown drills are practiced throughout the school year. The specific procedures for fire, tornado, and lockdown drills are in the emergency procedures handbook.

It is essential that students know the prescribed safety route or procedure for each room they are in throughout the day. These instructions are posted in each room by the doorway. When a student hears the fire bell or the tornado siren, they are to promptly follow their teacher's directions. Students need to be aware that any alarm is a warning of a genuine threat to their life or the life of a fellow student. Students must exit from the building in a silent and orderly manner.

MISCELLANEOUS

Chapel

Chapel is a vital part of the student's life at Genoa Christian Academy. Chapel consists of one service each week where teachers, students, and occasionally, outside speakers participate. Separate chapel services are held for grades K-5 and grades 6-12.

School Day

Grade	Early Arrival	Arrival	Start Time	Dismissal Time
K-5	8:00 a.m. (cafeteria)	8:15 a.m. (classroom)	8:30 a.m.	3:00 p.m.
6-12	7:45 a.m. (Room 111)	8:00 a.m. (classroom)	8:15 a.m.	3:15 p.m.

Middle and High School bus riders will be dismissed at 3:12 p.m. in order to enter the busses on time.

NOTE: Parents dropping off their students at the beginning of the school day must promptly exit the school building at the morning bell (8:30 a.m. for elementary; 8:15 a.m. for middle school and high school).

Late Arrivals

Students arriving late (after 8:30 a.m. for elementary and after 8:15 a.m. for middle/high school) will be considered tardy. Students who arrive late must be signed in by the parent. The tardy will be recorded as **unexcused** if the student is not signed in by the parent/guardian in the main office. Parents/Guardians are expected to exit the building promptly at the start of the school day.

Early Pickup

Students leaving before the end of the school day must be signed out by a parent/guardian in the main office.

Elementary School Dismissal

When school is dismissed, the students are to ride home with parents, on a bus, or in an approved carpool. In order to make load-out more efficient, please have your name card visible in your vehicle or in hand at the time of pickup. No student will be permitted to ride home with someone unknown to school personnel unless written permission, from the parent, has been received by the office. Parents who wish to pick up a student who normally rides a bus must notify the school office in writing at the beginning of the school day. This is for the safety of the student. After 3:20 p.m., students who remain in the building and are not in a supervised activity **must** report to the after-school care program. Parents will be billed for the time spent in the after-school care program.

Middle and High School Dismissal

Middle and High School students will be dismissed to go their cars and busses unassisted. Any Middle School or High School student waiting for transportation after 3:15 p.m., must remain in the school office, unless supervised by a teacher or other adult. After 3:30 p.m., any student who remains in the building and is not in a supervised activity **must** report to the after-school care program. Parents will be billed for the time spent in the after-school care program.

Gum Chewing

Students are not allowed to chew gum during school hours.

Length of School Year

The school year is planned to comport with the Ohio Department of Education required instructional and teacher in-service days.

Locker Use

Students should keep their combination to themselves. The interior and exterior of the locker must be kept clean. Appropriate pictures and other locker decor are acceptable inside the locker provided they do not deface the locker. The lockers and locks are the property of GCA and should be kept in like-new condition. (Students will be charged \$5 for a replacement lock if their lock is lost or damaged.) Food, waste paper and other debris should be cleaned from lockers daily. Entry and use of a locker is permitted before school, at designated class breaks, at lunch, and after school. Since textbooks and lockers are owned by GCA, the school reserves the right to inspect lockers at regular intervals if necessary.

Hall Passes (Middle School and High School)

Any time a student is in the hall during a class period, he/she should have a hall pass from the teacher responsible. Students are not permitted to return to lockers during class periods without teacher permission.

Emergency Closing

The administration is responsible for making the decision to close school or delay the opening of school because of severe or dangerous weather conditions or for unforeseen circumstances. Parents will also receive a phone call and/or text (based on preference) with information pertaining to a closing. Parents are responsible for keeping their contact information current. Closing of school will also be announced on the following TV stations: WSYX (TV 6), WCMH (TV 4) and WBNS (TV 10). (GCA will ALWAYS be listed independently on school-closing announcements.)

Lunches

Students may not go off our grounds for lunch unless accompanied by a parent or have permission from a parent to go with another parent, pastor, etc. Students may pack their lunch or buy hot lunch from the school when available. Health regulations prohibit student use of microwaves and the purchase or consumption of beverages from the vending machines before or during the school day.

Transportation

The school does not provide transportation. Bussing is provided by some school districts. Students must be authorized by the district prior to riding the bus. Please contact your district for bussing information. Carpools may be arranged using the student directory to locate other families who live nearby.

Parent Visitation

Parents are welcome to observe classes. Visitation must be arranged through the principal. Visitors must sign in at the office and receive a visitor's badge **before** going to the classroom.

Lost or Damaged Books

Most books are purchased by the school and are paid for by the book fee. Students will be required to pay for any damaged or lost books assigned to them. Damaged books require an additional \$20 fee. Ruined or lost books require a \$100 fee. All hard-covered textbooks for 6th–12th grades must be covered. Elementary students will cover their books as their teachers require.

Parent–Teacher Fellowship

All parents are encouraged to participate in PTF events. The purpose of the Parent–Teacher Fellowship is to foster fellowship between parents and teachers, as well as other parents, encourage parents to train their children in a Christian way of life, and raise funds for various special projects for the school.

Personal Electronic Devices

Electronic devices including but not limited to cell phones, iPods, radios, recorders, gaming devices, and CD players are **not to be used during regular school hours from 8:15 a.m. to 3:15 p.m.** A detention will be issued if the device is used in class. GCA assumes no liability for stolen or lost electronics. Student cell phones must be turned off during school hours. Unapproved use of electronic devices during assessments is strictly prohibited. Violation will result in academic and disciplinary action.

Sexting

In keeping with the school's responsibility to provide a safe learning environment for all students, the board has established the following policy regarding the issue of "sexting." **Sexting—the act of sending, receiving, or forwarding sexually explicit or suggestive message, photos, or images via cell phone, computer, or other digital device—is prohibited.** Students engaged in such activities are subject to state laws and school discipline. Sending, sharing, possessing, or viewing pictures, text messages, or e-mails that contain sexual messages or images is a violation of this policy. Any such violation will result in school discipline up to and including expulsion and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or school administrator.

Withdrawals

Parents are to contact Administration to withdraw a student from the school. If a student withdraws from school, a transcript of grades will be forwarded (upon request from the new school) as soon as all accounts are settled. **(Please note that 1/6 of the total tuition is retained upon withdrawal, in addition to tuition owed for the time the student attended school.) Records will be retained if the account is delinquent.** A withdrawal form must be completed and given to the office before the release of student records. FACTS payments will also continue until the withdrawal form is completed and the accounts are settled.

MS/HS Bell Schedule (MS/HS Lunch: 12:29-12:51 p.m.)

Home Room	8:15–8:25
1 st	8:29–9:13
2 nd	9:17–10:01
3 rd	10:05–10:49
4 th	10:53–11:37
5 th	11:41–12:25
6 th	12:55–1:39
7 th	1:43–2:27
8 th	2:31–3:15

MS/HS Early-Release Schedule (MS/HS Lunch: 12:29-1 p.m.)

Home Room	8:15–8:26
1 st	8:30–8:56
2 nd	9:00–9:26
3 rd	9:30–9:56
4 th	10:00–10:26
5 th	10:30–10:56
6 th	11:00–11:26
7 th	11:30–11:56
8 th	12:00–12:26

MS/HS Lunch 12:29-1 p.m.

MS/HS Two-Hour Delay Schedule

1 st	10:15–10:45
2 nd	10:49–11:19
3 rd	11:23–11:53
4 th	11:57–12:27
MS/HS Lunch	12:31–1:01
5 th	1:04–1:34
6 th	1:38–2:08
7 th	2:12–2:42
8 th	2:42–3:15

Wed.	MS/HS Chapel Schedule
HR	8:15 - 8:25 a.m.
	CHAPEL 8:29-9:13
1 st	9:17 - 9:52
2 nd	9:55 - 10:30
3 rd	10:33 - 11:08
4 th	11:11 - 11:46
5 th	11:50 - 12:25
Lunch	12:29 - 12:51
6 th	12:55 - 1:39
7 th	1:43 - 2:27
8 th	2:31 - 3:15

GCA Girls Uniform Options

TOPS

Polo (navy, white, red, hunter green)

- Long or short sleeve. Plain styles only, no trim or ruching, no “stretch” styles, no pockets, no logos.

Blouse (white, button-front)

- **Round Collar Style:** long or short sleeve. Plain styles only, no trim or ruching, no “stretch” styles, no pockets, no logos.
- **Oxford Style:** long or short sleeve. Plain styles only, no trim or ruching, no “stretch” styles, no pockets, no logos.

Turtleneck (white, navy, hunter, red)

- Plain styles only, no “mock” style, no trim or ruching, no “stretch” styles, no pockets, no logos.

Sweater (hunter, grey or navy, crew or V-neck)

- **Cardigan:** Plain styles only.
- **Pullover Sweater or Vest:** Plain

Sweatshirt (navy, hunter green or grey with approved GCA Logo only)

- GCA logos at Educational Apparel, Schoolbelles or MyLocker.net.
- Approved accent colors: white accents on hunter green and navy sweatshirts; hunter green accents on grey sweatshirts.
- Approved Back graphics: student’s last name, GCA sports number, and or an approved GCA logo/graphic (Genoa Christian Academy, GCA, Lions, lion logo, and/or GCA sports team/club logo printed in black, grey, hunter green or white.

PANTS/SKIRTS

Skirts (plaid #81, navy or khaki, no shorter than two inches above the knee)

- **4-pleat skirt with elastic back**
- **Pleated with side zipper**

Shorts (navy or khaki)

- Pleated-front or flat-front, no cargo pockets. (No shorter than two inches above the knee.)

Pants (navy or khaki)

- Pleated-front or flat-front, no “skinny/pencil” or “stretch” styles, no “jogger” styles, no cargo pockets.

For K-5th Grade Girls Only:

Plaid Jumper (only plaid #81)

- Drop-waist jumper with pleated skirt (available at Educational Apparel, Schoolbelles and School Closet)

Skorts (plaid #81, navy or khaki)

- Scooters are **not** allowed.

See General Dress Code Information page for purchasing locations.

Supplemental Uniform Item Requirements

- **Tights/Leggings**—solid color worn under a skirt of approved length that coordinates with uniform colors.
- **Socks**—solid color that coordinates with uniform colors.
- **Undergarments**—proper undergarments must be worn at all times and must not be visible. Visible undershirts must be white.
- **Hair Accessories**—must be appropriate for school attire.
- **Jewelry**—Earrings are the only pierced jewelry permitted. All jewelry must be inoffensive to the Christian faith. Excessive or inappropriate jewelry will be addressed individually.

GCA Boys Uniform Options

TOPS:

Polo (navy, white, red, hunter green)

- Long or short sleeve. Plain styles only, no “stretch” styles, no pockets, no logos.

Shirt (white, button-front)

- Oxford style: long or short sleeve. Plain styles only, no logos.

Turtleneck (white, navy, hunter, red)

- Plain styles only, no “mock” style, no “stretch” styles, no logos.

Sweater (hunter green, grey or navy, crew or V-neck)

- **Cardigan:** Plain styles only.
- **Pullover Sweater or Vest:** Plain

Sweatshirt (navy, hunter green or grey with approved GCA Logo only)

- GCA logos at Educational Apparel, Schoolbelles or MyLocker.net.
- Approved accent colors: white accents on hunter green and navy sweatshirts; hunter green accents on grey sweatshirts.
- Approved Back graphics: student’s last name, GCA sports number, and or an approved GCA logo/graphic (Genoa Christian Academy, GCA, Lions, lion logo, and/or GCA sports team/club logo printed in black, grey, hunter green or white.

PANTS:

Shorts (navy or khaki)

- Pleated-front or flat-front, no cargo pockets. (No shorter than two inches above the knee.)

Pants (navy or khaki)

- Pleated-front or flat-front, no “skinny/pencil” or “stretch” styles, no jogger styles, no cargo pockets.

See General Dress Code Information page for purchasing locations.

Supplemental Uniform Item Requirements

- **Belts**—a coordinating color that is worn with pants and shorts at all times for grades 6th–12th.
 - **Socks**—a solid color that coordinates with uniform colors must be worn at all times.
 - **Undergarments**—proper undergarments must be worn at all times. Under shirts must be white.
 - **Jewelry**—No earring or other pierced jewelry is permitted. All jewelry must be inoffensive to the Christian faith.
 - **Hair**—Must be clean and well-groomed. Hair length must be cut and styled so that the hair does not fall below the eyebrows or below the bottom of the ears on the sides and below the bottom of the collar length in the back. Extreme hairstyles will be addressed on an individual basis.
 - **Facial Hair**—Must be clean-shaven and/or neatly trimmed at all times. Sideburns may not extend below the bottom of the ear. No extreme facial hair styles are permitted.
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General Dress Code Information

1. Yellow and light-blue shirts are not part of the dress code.
2. Oxford shirts must be tucked in at all times—Grades 6–12.
3. Boys must tuck in polo shirts—6th–12th Grades. Girls may wear polo shirts untucked.
4. Long-sleeved shirts may not be worn under short-sleeved shirts.
5. Oversized clothing is not permitted.
6. Heels and soles of shoes should not exceed two inches in height.
7. Closed-toe shoes only (no flip-flops or Crocs allowed).
8. Socks must be worn with shoes—*Boys only*.
9. There are to be no decorations or logos on uniforms other than those adopted by the school.
10. All school attire must be clean and hemmed and in good repair.
11. All undershirts must be white without any logo or print.
12. Hats, scarves or other accessories may not be worn in school at any time *including dress down*.
13. Chains (choker, wallet, etc.) are not permitted.
14. The only body piercings permitted are ear piercings.
15. Extreme hairstyles or colors that draw undue attention are not permitted.
16. Apparel at school and all school-related activities must be modest, appropriate and God honoring.

Dress Down/Spirit Day Policy

On days when students are permitted to “dress down” and not required to wear the approved school uniforms, the following policy must be followed:

- Clothing must be clean and neat. Tears or holes in clothing are not allowed. Clothing must be modest and not draw undue attention to a student’s physical appearance. Students violating this policy will be required to contact their parent to receive a change of clothing.
- Only approved style shirts and sweatshirts with approved GCA logos may be worn on dress down and spirit days unless otherwise specified by Administration. Only polo-style or crewneck shirts are permitted. No V-neck, cropped or tank tops are allowed. Students violating this policy will be required to contact their parent to receive a change of clothing.
- Students may only wear jeans (or capri-style jeans, girls only) or uniform shorts, skirts or pants unless otherwise specified by Administration. Jeans may **not** have holes or tears in them. Uniform shorts and skirts must fall two (2) inches above the knee when standing (even when worn with tights).
- Leggings (and “jeggings”) may **not** be worn as pants. Leggings may only be worn under a skirt of approved length. Sweatpants and athletic pants are **not** allowed.
- Closed-toed shoes must be worn.
- Hats or hoods may only be worn on specially designated hat days.

Sweatshirts and Jackets Worn During School

- Approved GCA athletic team apparel (team sweatshirts or jackets ordered through the coaching staff and approved by the principal) may be worn as part of the uniform during the school day.
- Approved accent colors: white accents on hunter green and navy sweatshirts; hunter green accents on grey sweatshirts (only approved styles through Educational Apparel, Schoolbelles or MyLocker.net.)
- Approved back graphics: student’s last name, GCA sports number, and or an approved GCA logo/graphic (Genoa Christian Academy, GCA, Lions, lion logo, and/or GCA sports team/club logo printed in black, grey, hunter green or white.

Formalwear Policy (6th–12th Grade)

Students must follow GCA rules concerning modesty when shopping for formal wear.

Gentlemen are expected to wear the following:

- Tie with dress shirt (button-down with collar).
- Dress pants (no jeans).
- Dress shoes with socks (no tennis shoes, sandals or flip-flops).

Ladies are expected to follow these guidelines when selecting dresses:

- Dresses must have shoulder straps. (No strapless dresses. One thick strap may be acceptable depending on fit. Please see Dean of Students with questions.)
- Undergarments must be completely covered.
- Cleavage must not be visible.
- Back must be covered (no backless dresses).
- Dress length must be no shorter than two inches above the knee.

NOTE: Dresses must meet these guidelines without relying on a cover-up.

Physical Education (PE) Policy (6th–12th Grade)

Students are to change into gym clothing for physical education classes. Students will be unable to participate in gym class if they are not dressed according to the policy. They will also have participation points deducted from their quarter-end PE grade for each day they can't participate in class due to dress.

- Clothing must be clean and neat. Tears or holes in clothing are not allowed.
- T-shirts with offensive sayings and tank tops are not allowed. (No V-neck or sleeveless.)
- The required length of gym shorts is to the tips of the fingers when arms are naturally hanging straight down to the sides.
- Athletic shoes and socks must be worn.

School Uniform Purchasing Locations:

Educational Apparel

3906 Brown Park Drive

Hilliard, OH 43026

800-776-3034 or 614-876-3030

www.educationalapparel.com (GCA school code: Westerville #111)

French Toast

800-373-6248

www.frenchtoast.com (GCA School Code: QS47EQE)

Lands' End Apparel

800-469-2222

www.landsend.com/school (GCA School Code: 900141771)

Schoolbelles Uniforms

Festival at Sawmill

2759 Martin Road

Dublin, OH 43017

614-336-2040 or 888-637-3037

www.schoolbelles.com (GCA School Code: S2632)

Second Glance Consignment

5965 Sunbury Road

Westerville, OH 43081

614-898-3680

www.secondglanceuniforms.com

Some approved styles are also available at Meijer, JC Penney, Sears and Target.

Genoa Christian Academy
A Ministry of Genoa Baptist Church

Student/Parent Handbook Agreement Form
2016–2017

I/We have read the GCA Student/Parent Handbook, which sets forth the educational philosophy, purpose, and objectives of Genoa Christian Academy as well as other school policies including admission, finance, non-discrimination, academics, dress code, and discipline.

I/We find the educational philosophy, purpose, objectives, and school policies in agreement with my/our personal beliefs and convictions and agree to whole-heartedly support Genoa Christian Academy in these areas.

I/We further agree to support the school in prayer, in faithful and regular payment of tuition and fees, in support of school activities, and to support the administration and teaching staff.

Should difficulties arise with the administration or staff, I/we agree to handle these difficulties according to the procedure set forth in Matthew 18:15-17, by first taking grievances directly to the person involved, rather than talking to others or complaining, and further, in accordance with I Corinthians 6:1-8, not to take any disputes with the church, school, or its personnel into the court system.

High School/Middle School Student's Signature

Date

Note: Enrollment at GCA implies that parents/guardians are in agreement with this Student/Parent Handbook.