

# GENEVA CLASSICAL ACADEMY



## PARENT-STUDENT HANDBOOK

2023-24

“Forever, O LORD, your word is firmly fixed in the heavens. Your faithfulness endures to all generations; you have established the earth, and it stands fast.

By your appointment they stand this day, for all things are your servants.”

Psalm 119:89-91

**2023-24 Geneva Classical Academy  
Parent–Student Handbook**

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## **I. Geneva Classical Academy General Distinctives**

### **1.1.1 Vision Statement (Who we are)**

Geneva Classical Academy is an educational community that exists to assist families in fulfilling their Biblical obligation to educate their children by providing Christian and classical education that equips them to live purposefully in the service of God and man.

### **1.1.2 Mission Statement (What we do/want to do)**

Geneva Classical Academy seeks to cultivate wisdom and virtue in the souls of our students in order that they may love what is true, good, and beautiful through a growing academic community focused on Christ.

## **1.2 Philosophy of Education**

At all levels, programs, and teaching, Geneva seeks to provide a Christian and classical education. This method intends to cultivate virtue and wisdom in the student by nourishing his soul on truth, goodness, and beauty according to God's revelation via the classical Liberal Arts and Scripture. This unique method of education balances teaching and learning from general revelation, all things found in God's creation including nature, literature, history, etc. which tell of God's infiniteness and holiness, and special revelation, God's work in history which tells of His redemption found in Christ and revealed in the Holy Scriptures.

In other words, classical Christian education teaches according to the nature of the child, based upon the truth of the Bible; thus, history, art, music, mathematics, etc. must all be taught in the light of God's existence and the revelation of His Son, Jesus Christ. Furthermore, we emphasize the culture of Western Civilization in our studies since we live in the West, since the West was the direction of the Gospel in history, and since the Gospel is most inculcated into Western culture, so far.

What's more, classical methodology has been identified with the terms *trivium*, the language arts, and the *quadrivium*, the mathematical arts, or together, the Seven Liberal Arts. The Bible speaks of "knowledge, understanding, and wisdom", and similarly the ancient Greeks observed a trivium. The Medieval Europeans developed this further with "grammar, logic, and rhetoric", and Dorothy Sayers linked this to developmental stages in her essay "The Lost Tools of Learning". Geneva implements the Medieval Trivium, in our time, by acknowledging these developmental stages by emphasizing one of the three methods at certain ages. It is Geneva's aim to encourage every student to know and love God, Father, Son, and Holy Spirit, to cultivate in them a love for learning, and to cultivate servant leadership abilities.

### **1.2.1 In Loco Parentis Policy**

Parents are given authority over their children by God, and Christian parents are directed in Scripture to educate them according to the Bible, i.e. a "Christian education". (Deuteronomy 6, Ephesians 6). Parents may temporarily delegate their authority to the

school during the school day to help teach and train them. Literally, the Latin phrase *in loco parentis* means in English “in the place of the parents”. Geneva Classical Academy acts with parents’ blessings in their stead during the day to teach and train their children.

Said concisely, Geneva helps parents who have the responsibility to teach their children in accord with Scripture.

If taken to extremes, parents can err on the one hand by abdicating to the school their responsibility to teach their children by depending too much on the institution. Expecting the school to disciple the child because one is paying tuition does not relieve one of Biblical responsibility in parenting. On the other hand, parents can also err by believing that the institution can satisfy every parent all of the time and can therefore dictate personal preferences. We seek the proper balance.

### **1.2.2 Statement of Faith**

Geneva Classical Academy is a Christian school, Reformed in its theology. What Geneva Classical Academy believes the Bible teaches is summarized in our **Statement of Faith** (see Appendix A). Subsequent to our *In Loco Parentis* policy, when parents choose to partner with Geneva to assist them in the education of their children, we assume they have familiarized themselves with and endorse our statement of faith, as well as our classical methodology, and agree that we will teach accordingly.

### **1.2.3 Secondary Doctrine**

Geneva is a non-denominational Christian school; our statement of faith expresses what we agree to believe together. In matters of secondary importance on which Christians often do not agree, we encourage teachers to present such matters in a fair, informative way without intentional offense to those who hold different views. Parents are encouraged to seek out Scriptural support for views held by the family as well as consulting wise, Biblical counsel. We strive to practice the old maxim, “In necessary things, unity; in doubtful things, liberty; in all things, charity.”

### **1.3 Orderly Atmosphere**

An orderly school culture develops an atmosphere prepared and maintained by consistent, loving discipline. Students do not learn well in chaos, so we do not tolerate persistently disruptive behavior. As with the stages of learning and child development, discipline must be age appropriate. The Grammar and Upper Schools have differing approaches to discipline and order, but it is always intended to be constructive and loving. (“The Lord disciplines those He loves.” Proverbs 3:12) In order to best facilitate this orderly atmosphere and enhance the learning environment, the average student-teacher ratio is established at 15:1, to be increased only at the discretion of the Headmaster.



## **II. Corporate Structure**

### **2.1 Structure and Authority**

Geneva Classical Academy, Inc. is a private, non-profit (501[C]{3}) organization, registered as such with the Federal Government and the State of Florida. The school's office is located at 1736 New Jersey Road, Lakeland, FL 33803.

#### **2.1.1 Board of Directors**

The school is governed by an independent Board of Directors subject to its Articles of Incorporation, by-laws, and policy governance manual. Our directors are volunteers and do not receive any compensation, reimbursements, discounts, or any other form of remuneration.

#### **2.1.2 Headmaster**

The Board of Directors hires and appoints the school's headmaster to serve as the school's chief administrator. He oversees all faculty, staff, and students. He supervises fundraising and development endeavors and promotes Geneva in the community. He also supervises the curriculum and the facilities in the implementation of the classical and Christian methodology in the classroom. He provides information to the Board of Directors for its consideration in drafting the school's policies.

#### **2.1.3 Financial Integrity**

The Geneva Board of Directors believes the manner in which an organization handles itself financially is a reflection of its integrity in every arena. This ministry belongs to God, not to any individual. We endeavor to avoid operating the school in a fiscal deficit, as well as report our financial situation in an open way conforming to standard accounting practices. In order to avoid any entanglements with the state, including requirements we deem objectionable, we will accept no government funding.

#### **2.1.4 Non-Discrimination Statement**

Geneva Classical Academy, Inc., admits male and female students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national and ethnic origin in administration of its educational policies, admissions policies or other school-administered programs.

## **III. School Operational Policies**

### **3.1 General**

Geneva Classical Academy does not discriminate on the basis of race, sex, or national origin in the administration of its policies, admissions, scholarships, athletic, and other school-directed programs. As a private institution, Geneva Classical Academy reserves the right to deny requests for admission if parents and students are not in compliance with outlined requirements.

### 3.2 Admissions

Our hope is to find the best possible match between the school and families who understand and desire what Geneva has to offer. The application process:

- A completed application with application fee, a signed **Statement of Faith** (acknowledging you have read it and agree to your child's being taught accordingly), and a signed **Parent Commitment**.
- Upon receipt of a completed application, an appointment will be scheduled for a student placement.
- A new family interview with the parents will be arranged with members of the administration upon receipt of a completed application. It is important for both parents to attend even when there has been a divorce or separation. Students applying for grades 7-12 will also be in attendance for their family interview.
- After the interview and a review of all required materials (as stated on the application form), the school administration will make the determination on the student's admission and inform the family by letter of its decision.
- Parents must sign a **Student Enrollment Contract Agreement** before student's final acceptance and before the student's place in the school is secure.

#### 3.2.1 Statement of Faith

To be admitted to Geneva Classical Academy, both parents of the applicant must fully understand and agree to the student being taught according to our **Statement of Faith** (appendix A). Should parents have serious concerns about any aspect of the Statement of Faith, they have an obligation to make these concerns known immediately to the administration. They must also comply with the **Parent Commitment** (appendix B).

The student should fully understand his parents have delegated to the school authority for his oversight during school hours (see *In Loco Parentis* policy). Therefore, he is subject to the instruction and discipline of the teachers and administration in their prescribed roles at Geneva.

#### 3.2.2 Grammar

A child must be four (4) years of age by September 1st of the fall in which he will be entering the Geneva K4 Kindergarten. A child entering the K5 Kindergarten must be five (5) years of age by September 1 of the calendar year in which he will be entering Geneva and will be tested for appropriate placement. Before entering Geneva, each student will receive a placement test, administered by Geneva faculty and/or administration, to determine compatibility for entry into the desired grade level.

#### 3.2.3 Dialectic and Rhetoric

Before entering Geneva, each student will receive a placement test, administered by Geneva faculty and/or administration, to determine compatibility for entry into the desired grade level. Parents should contact the appropriate school administrator to formulate a plan, if necessary, to help their child meet all of Geneva's graduation requirements. It is the

parents' responsibility to make sure this plan is in place, with school approval, before the beginning of the new school year.

### **3.2.4 Parental Involvement**

#### Service Hours Policy

Our school only exists because our parents regularly and enthusiastically serve as volunteers. A minimum of 20 service hours (30 hours per scholarship family and 10 hours for part-time or half-time students) are required for each family at Geneva. \$25/hour is charged for service hours not completed. Parents log their service hours on the correct form and turn it in to the school office before the end of the school year.

Families may earn service hours by:

- Volunteering to help in a classroom, guest speaker, reading to students, help with projects pre-approved by the Administration
- Help with set up, running, clean up, or take down of special events
- Help with set up, running, clean up, or take down of fundraising events
- Help with set up, running, clean up, or take down of sporting events
- Chaperoning students on a field trip (responsible for students other than one's own, not simply attending). Overnight field trips as a chaperone may count *up to 8* hours per day for a full day.
- Classroom or office help: i.e., laminating, copying, collating and stapling, cutting, or sorting
- Campus workdays: i.e., cleaning, yardwork and landscaping, repairs and maintenance
- Serving as a Room Parent
- Researching topics for a teacher
- Providing baked goods for school events, class events, meetings (Homemade=2 hours per event; Store-bought=1 hour per event)
- Planning and assisting with class parties (not just attending)
- Volunteering in the library or uniform closet

Things that do not count for service hours:

- Attending required school functions: Orientation, Back to School Night, parentteacher conferences, etc.
- Attending BuckFin or another fundraising event as a guest
- Donations of money or "gift in kind" items to fundraising events that can be tax deductible
- Gifts to classrooms, classroom teachers, or Geneva staff

For questions about service hours, contact the Program Director, Sandy Agens, at [sagens@gcalakeland.org](mailto:sagens@gcalakeland.org). Submit completed service hours to the Office Administrator, Laura Warneke, at [lwarneke@gcalakeland.org](mailto:lwarneke@gcalakeland.org).

### **3.2.5 Background Screening Policy**

To provide the safest environment possible for the children who are enrolled at Geneva Classical Academy, Inc., the school must be assured that the adults who work with children are of good moral character and do not have a history of abuse or similar improper behavior that might be repeated. This policy sets forth the standards and procedures to be followed by Geneva Classical Academy, Inc. to ascertain information concerning the moral character and behavioral history of individuals who work with our students.

1. All volunteers who work with children in the classroom with a teacher or chaperone local field trips must:
  - a. Sign and get notarized an Affidavit of Good Moral Character.
2. All faculty, staff, and substitutes must:
  - a. Fill out an employment application and submit references to be checked.
  - b. Sign and get notarized an Affidavit of Good Moral Character.
  - c. Submit to a Level 2 Florida (FDLE) and National (FBI) background screening which requires fingerprinting.
  - d. Have an interview by the hiring administrator.
3. Chaperones attending overnight trips must submit to a Level 2 Florida (FDLE) and National (FBI) background screening which requires fingerprinting.
4. Background screening checks will be kept up to date by the school for all employees.

### **3.2.6 Re-Enrollment**

Current families may reenroll current students or make application for siblings when reenrollment opens in the Spring. Details of procedures, dates, fees, and tuition rates for the subsequent academic year are distributed to current families. Parents should also consult the “Student Promotion Policy.” A discounted enrollment fee is offered for early enrollment, before open enrollment begins.

### **3.3 Campus Visits**

All visitors to Geneva Classical Academy must sign-in and get a badge in the school office to be allowed on the campus.

Geneva Classical Academy welcomes parental involvement in the classroom and school office. Parents should coordinate campus visits with their child’s teacher and the school office. Visits from parents who wish to observe a class are always welcome; however, all visits must be arranged with the teacher and administration in advance.

With the exception of parents and guardians, students will not be permitted to receive visitors on campus during school hours except during the lunch period. Such visitors must sign in at the front desk and have administrator approval.

### **3.4 Communication Devices and Electronic Equipment**

- Students are not allowed to use cellular phones or other electronic devices during regular school hours without permission.
- With permission, students are to use laptop computers or tablets strictly for schoolwork.
- Students may use recording devices in specific classes with the permission of the teacher. Students using a recording device without the teacher's permission will be subject to disciplinary action.

### **3.5 Drop-off and Pick-up Procedures**

To ensure the safe arrival and departure of students both to and from the school, carefully detailed procedures are to be followed by all students and parents. We ask parents to dropoff children at the morning car line. If a parent needs to park, proceed to the east side of the parking lot and escort your child on to the campus through the main entrance. Students arriving after the designated start time (8:00 a.m. for Upper and 8:15 a.m. for Grammar) should sign in at the front desk in the office.

#### **3.5.1 Safety**

For the safety of the students, drivers must observe all stop signs and crosswalks and drive slowly, 10 miles per hour or less as posted. For the safety of all, drivers (parents, teachers, staff, students, and visitors) are not permitted to use **cell phones** while operating a vehicle on school property.

#### **3.5.2 Authorization for Student Pick-up**

Children will be released only to authorized individuals, those displaying the school placard and whose names are written on **Authorization for Student Pick-up** form. If an authorized pick-up person is not known to us, we will ask for photo identification before releasing the child. Except in the case of a true emergency, no unlisted person will be allowed to take a child without prior written permission from a parent or guardian. In an unavoidable circumstance such that a parent must call and assign an individual to pick up his child and the person's name is not on file; a staff member may verify this arrangement by a return phone call. Geneva's staff may call back using numbers on the **Authorization for Student Pick-up** form to speak with parents and verify information. If the newly assigned pick-up person is not known to us, we will ask for photo identification before releasing the child.

#### **3.5.3 Early Student Release**

Parents wishing to pick up their children early from school must sign them out at the front office. Advance notice of such early departures is requested, whenever possible.

#### **3.5.4 Grammar School**

School begins at 8:15 a.m. and releases at 2:45 p.m. Grammar students may not arrive earlier than 7:35 a.m., and students who arrive before 8:00 a.m. will wait in the designated area under the supervision of the staff. At 8:00 a.m., the students go to their classrooms to

prepare for the day. At 2:45 p.m., students line up in the designated area by grade level and are released for pick-up. Any student who is left after 3:00 p.m. will be taken to Aftercare. Parents must park, come in, and sign his/her child out. Late pick-ups (3:00 – 3:10 p.m.) are assessed a late fee of \$10 for any portion of the first 10 minutes. After 3:10 students are checked into the Aftercare program and charged accordingly. Calls to advise the school of late pick-ups will be appreciated, but the late fee will still be incurred.

### **3.5.5 Upper School**

School begins at 8:00 a.m. and releases at 3:00 p.m. Dialectic and rhetoric students may arrive as early as 7:30 a.m. and should arrive no later than 7:55 a.m. In the afternoon, the school does not have oversight of students once school dismisses at 3:00 p.m.

### **3.6 Emergency Procedures**

Emergency procedures, policies, and protocol are in conjunction with state and local governments and are on file in the school office and will be implemented, as necessary.

#### **3.6.1 Storm Days**

Geneva Classical Academy usually follows the Polk County School Board's decisions about suspending school on storm days. However, for specific details, please follow major media outlets (radio and TV) and be alert to administrative emails and Geneva social media posts. GCA will communicate via phone, email, and social media in the case that we don't follow the county.

#### **3.6.2 Fire Drills and Tornado Alerts**

The school administration conducts monthly fire drills. Tornado precautions are taken when the National Weather Service issues tornado warnings.

#### **3.6.3 Lock Down**

In the event the Headmaster determines or law enforcement advises the school to lock down, all outside gates, doors, and windows will be locked, campus visitation will be suspended, and no person or persons (except law enforcement, fire safety, or EMS personnel) will be permitted to enter or depart from campus until the crisis is over.

### **3.7 Required Forms and Records**

To ensure compliance with state regulations and to maintain pertinent information about all students entrusted to its care, the administration and staff observe strict guidelines for security and confidentiality. The forms and information indicated on the **Student File Checklist** are required to be on file for all students and must be updated annually for both new and returning students.

### **3.8 Health**

Each student must return a signed and completed **Emergency Medical Treatment** form before the start of the new school year. No student is allowed to begin classes until his

completed form is on file with the office. Please keep the Registrar informed of any changes in relevant health history or any changes regarding medication. Please see “Medication Policy” for the school’s guidelines for administering medication to a student.

### **3.8.1 Sick Student Policy**

We expect families to keep ill children at home so that infectious conditions are not spread to classmates and staff members. Should a child become ill or injured during the school day, the office will make every effort to care for them so they may return to class. If necessary, students will be allowed to rest 15-20 minutes before deciding whether to return them to class or to contact a parent in order for the child to be taken home. A student whose temperature is 100.4 degrees (F) or higher will be required to go home and should not return to school until he has been without fever for 24 hours without the aid of medication.

When parents are requested to pick up their child, he or she should be picked up within 30 minutes of their being called. If this is not possible, we ask for arrangements to be made to have the child picked up by someone other than the parent, as appropriate space is limited.

### **3.8.2 Health Records**

Prior to the student’s entering school in the fall, the Registrar must have a current immunization record or exemption statement (according to State of Florida guidelines) for each student. Standard immunization record forms may be obtained from the family doctor. Each student must also have on record a copy of his birth certificate, a copy of his social security card number, and a **Parent/Guardian Permission for Medical Treatment** form, and documentation from a doctor of a physical examination (using the School Health Entry Exam form, DH 3040).

### **3.8.3 Medication Policy**

The policies regulating the administration of medication during school hours are for the students’ safety and are mandated by the State of Florida. School personnel will be able to administer medication only after the **Medication Release** form is properly completed and signed by the parent (for all medication).

- We recommend the first dose of any new medication be administered at home. If a parent or a child’s physician decides it is necessary for the child to receive medication during the school day, including self-administered medication, a **Medication Release/Authorization** form must be on file with the Receptionist.
- Prescription medications must be brought to the school by the parent in the current, original, properly-labeled container as dispensed by the pharmacist or physician. Under no circumstances will children, including siblings, be allowed to share prescription medications.
- A parent must deliver all medication to the school for verification and inventory. All medication must be picked up by the parent at the end of the school year or upon discontinuation of use. Any medication not picked up by the end of the school year will be discarded.

- Medication labels must contain the student's name, name of medication, directions for use, and date. The physician's order and the medication label must match.
- For those children with epi-pen prescriptions, a **Medication Release/Authorization Form** must be completed by the parent and physician. Two epi-pens are to be supplied by the parent—one to remain in the classroom with the child and one in the office.
- NO medication of any kind may be carried on a student's person, with the exception of inhalers for asthma and emergency medications for allergies and diabetes. Routine medications are to be administered through the office or by a teacher and only if specific arrangements have been made.

### **3.8.4 Serious Disease Policy**

This policy applies to all students, employees, and volunteers of the school. Serious diseases are defined as communicable diseases which are potentially life-threatening or which can cause permanent, bodily damage. Meningitis, the AIDS virus, pneumonia, and pandemic are examples. Common colds, flu, chicken pox, strep throat, and the like (though unpleasant and contagious) are not considered serious diseases.

- The administration will take all appropriate precautions (including isolating any student who may have contracted or been exposed to the disease) to reduce the risk of infection of any student, employee, or volunteer.
- Upon receiving reliable information, a student, employee, or volunteer has contracted or been exposed to a serious disease, the administration will immediately contact the parents of any involved student and the Board of Directors. At their discretion, the Administration may also contact local health officials and the Centers for Disease Control.
- Based upon all available information, the Administration will determine what actions are necessary, such as contact tracing, quarantining, or remote learning. The Administration will then contact parents and relay to them the information it has received as well as the decisions it has made.
- The Administration may require a student to remain home for either a specific or indefinite period. At their discretion and in extreme cases, the Board of Directors and Administration may close the school.
- In light of the COVID pandemic, the student sickness policy becomes even more important and must be strictly enforced.

### **3.8.5 Head Lice**

Head lice are passed from person to person by direct contact or through shared objects (hats, combs, towels, barrettes, headphones, etc.). A child having head lice has nothing to do with parenting or personal hygiene. Anyone can have an infestation, and the most common symptom is intense itching on the back of the head or neck. If a student or faculty member contracts head lice, he or she may not return to school until the head is nit-free.



### **3.9 Telephone Usage and Parent Messages**

Students Grade 3 and older may request use of the telephone to make a brief, necessary, phone call (e.g., to inform a parent about after school practice or to request a forgotten lunch). Teachers will make arrangements for younger children (K4-Grade 2). Students will not be removed from class to receive telephone calls. Important messages for students may be relayed to the office, and the Receptionist will make sure students receive them. Please limit the number of messages for your child, particularly at the end of the day when the office is very busy. It is very difficult to ensure delivery of messages called in after 2:30 p.m. For the safety of our children, **drivers may not use cell phones while operating a vehicle on school property.**

### **3.10 Lockers**

School lockers are the property of Geneva Classical Academy and are issued to Upper School students for a period of one academic year. The lockers are subject to inspection by administration without notice or prior consent. No food is permitted inside the lockers overnight. No permanent stickers or markings shall be posted on the outside or inside of the lockers. Lock combinations should be provided to the Administration. Locks may be cut off by the Administration if combination is not provided.

### **3.11 Lost and Found**

As a courtesy to parents and students, the school has two Lost and Found bins, one for Grammar and another for Dialectic and Rhetoric.

#### **3.11.1 Grammar**

The Grammar Lost and Found bin will be emptied periodically, and we will attempt to return labeled items to their owners. Unidentifiable uniform items will be laundered and added to the school's stock of used uniform items and available for purchase. Unidentifiable non-uniform items will be taken to a thrift store. Notice will be given whenever the Lost and Found bin is scheduled to be emptied.

It is very important for all students' clothing, lunch boxes, and backpacks to be marked with a complete and legible name. Please do not use the student's initials only or the student's first name to mark clothing. The purpose of the marking is not only for the student to recognize their items but also so staff members will know to whom to return it. The use of iron-on or sew-in name labels is highly recommended.

#### **3.11.12 Dialectic and Rhetoric**

In an effort to help students develop an increasing sense of personal responsibility, all items in the Dialectic and Rhetoric Lost and Found bin will be retrieved at the cost of \$1. We strongly urge parents to require their children to obtain their items from the bin with their own money.

Periodically (typically at the end of each semester), unclaimed items in the Lost and Found bin will be auctioned off to the Upper School student body. Prior to the auction, students will be warned to retrieve their items if they do not want to see them go up for auction.

### **3.12 Textbooks–Damaged or Lost**

In the case of lost textbooks, parents will be billed for the total replacement cost. The administration will determine appropriate fines for damaged books. Report cards and student records will be held until books are returned or replacement fines paid.

### **3.13 Transportation Policy**

Enrichment activities away from the school grounds are a necessary and vital part of the Geneva Classical Academy curriculum. We rely on staff and volunteers to provide transportation for these activities. A parent or guardian must sign a **Field Trip Permission** form for each event and trip.

#### **3.13.1 Requirements**

To ensure the safety of our students while traveling in automobiles and to reduce liability exposures inherent to vehicle owners and drivers, all volunteer drivers of school-sponsored activities will be required to provide the school with 1) a copy of a valid Florida State driver's license and 2) proof of auto liability insurance. All student passengers must be safely buckled in motor vehicles.

#### **3.13.2 Additional Guidelines**

A school-sponsored event is one for which the staff has arranged for students' attendance for the purpose of advancing the educational goals of the school or for which attendance is required as part of the extra-curricular activities in which the student participates:

- Student drivers will not transport other students to school-sponsored events during school hours without prearranged parent permission.
- Only authorized staff members and volunteers may transport students to and from school sponsored events. All required documents must be on file in the school office prior to transportation.
- Staff members may not transport a single student individually without parental permission. The Headmaster may waive this condition if he feels an emergency situation exists.
- All passengers in the vehicle must wear an individual seatbelt. There will be no "double buckling" of students.
- If the school sponsors an event locally but not during regular school hours, parents are responsible to arrange for a student's travel to and from the event. Please familiarize yourself with the "Field Trip Guidelines" (section 4.13), especially if you are volunteering as a chaperone.

### **3.14 Tuition Payment and Collection Policy**

Tuition payments will be received according to the guidelines listed in the **Student Enrollment/Contract Agreement** and are due and must be paid on either the first or the

fifteenth day of each month as determined by the parent choice in the enrollment process, as the school must responsibly meet its financial commitments. If payment is not received by the due date of each month, a \$40.00 late fee will be assessed. Payments must be made during the month which they are due and will be applied to the oldest charges first.

If tuition is not received by the 20<sup>th</sup> day of the month, Geneva Classical Academy may, after giving five (5) days written notice, suspend the student until the tuition has been paid in full. If the tuition is subsequently re-paid and the account is current, an administrative fee of \$50.00 may be charged for reinstatement of a student suspended for nonpayment.

If a family has difficulty making a payment and cannot meet these conditions, they should contact the business office immediately. The administration will make every effort to work out an acceptable payment plan, but we expect parents to take the initiative in making arrangements. A charge of \$35.00 will be assessed on any checks returned for insufficient funds. Additional information may be obtained by referring to the **Student Enrollment/Contract Agreement** or by contacting the business office.

### **3.15 Withdrawal of a Student**

A withdrawal occurs when it becomes necessary for a student to leave the school after a **Student Enrollment/Contract Agreement** has been signed for the current or upcoming school year. Geneva makes substantial financial commitments (facilities, materials, faculty, etc.) which cannot be terminated in the event a child is withdrawn. For this reason, families must accept and fulfill their responsibility for tuition payments upon withdrawal of a student.

A *Buyout Provision* is offered when proper written notification of intent to withdraw is received in the school office. The amount of the buyout is calculated according to the month in which the notice of intent to withdraw is received and the effective date of the student's withdrawal. Student records (including reports cards and test scores) are not released until all textbooks, athletic uniforms, and other items belonging to the school are returned and all financial obligations are met as set forth in the **Student Enrollment Contract Agreement**.

#### **3.15.1 Geneva-Initiated Separation with a Student**

Geneva Classical Academy seeks to build a strong sense of community with families who are like-minded in its goals and objectives, and to maintain a student base that follows both its academic and behavioral standards. In order to accomplish this, Geneva reserves the right to rescind an invitation to a student to return to the school for the upcoming academic year.

#### **3.15.2 Parent-Initiated Withdrawal of a Student**

The procedure for withdrawal by a parent or guardian requires that the parent or guardian:

- Notify the Registrar of their intent in writing.
- Schedule an exit interview with a member of the school administration.

- Submit a **Request for Withdrawal** in writing, acknowledging their understanding of their obligations (financial or otherwise) according to the terms stated in the **Student Enrollment/Contract Agreement** and the **Parent Commitment**.
- Turn in all textbooks, athletic uniforms, and any other items belonging to the school.
- The student's records will not be released to the parent or another school until the parents have fulfilled their financial obligation to Geneva Classical Academy.

### **3.15.3 Financial Obligations Following Withdrawal**

If a family notifies the Registrar, in writing, of their intention to withdraw a student at any time, the family is subject to the terms stated in the **Student Enrollment Contract Agreement**. All appeals for exceptions to this policy must be written to the Headmaster.

### **3.16 Grievance Policy**

The purpose of this policy is to establish guidelines according to Biblical patterns for the resolution of disputes and grievances in the operation of Geneva Classical Academy. These guidelines should be followed for any dispute or grievance concerning any aspect of the school's operation, whether between or among any parties connected directly to the school, including students, parents, volunteers, staff, administration, and Board of Directors members.

#### **3.16.1 Definitions**

- “Dispute:” any disagreement resulting in broken fellowship or trust between or among parties, disrupting the lines of authority in the school, or (in the judgment of either disputant) threatening the successful implementation of the school's objectives and goals.
- “Grievance:” an issue raised about any decision made by one in authority, where the matter is substantial enough to warrant an appeal of the decision to the next higher authority.
- “Concern:” the substance of a dispute and/or grievance.

#### **3.16.2 Parents or Students to Faculty**

Parents or students (if sufficiently mature and respectful) should follow the Matthew 18 principle by presenting their concerns about classroom situations first to the appropriate teacher. If there be no resolution, parents or students may then bring the concern to the student's administrator. The Administration will decide if the respective teacher should attend the conference as well. If a student brings the concern, a parent must attend. If there be no resolution, the parents may then request a meeting with the Headmaster. If still not resolved, the parents may then request from the Headmaster a hearing from the Board of Directors. The Board of Directors may choose to hear the grievance.

### **3.16.3 Parents (including volunteers) or Students to Administration**

Parents should bring their grievances or disputes about the general operation of the school (apart from particular in-class situations) to the appropriate administrator. If a student brings the concern, a parent must attend. If no resolution, they may then request a meeting with the Headmaster. If a student brings the concern, a parent must attend. If no resolution, they may then request from the Headmaster a hearing from the Board of Directors. This procedure applies also to Board of Directors members who are acting in the capacity of parent or patron, apart from their representative position on the Board of Directors.

### **3.16.4 Additional Guidelines**

Should any dispute arise which this policy does not address, the administration will then determine a procedure to follow based on reasonable deduction from the procedures established by this policy.

### **3.17 Privacy Policy**

The purpose of this policy is to protect personal and proprietary information and to operate Geneva Classical Academy in a God-honoring and professional manner.

#### **3.17.1 Definitions**

- “Geneva Classical Academy:” persons who are part of the faculty, staff, and/or members of the governing Board of Directors of Geneva Classical Academy.
- “The community of Geneva Classical Academy:” persons who are students, parents, other members of a student’s own household, and persons who are part of Geneva Classical Academy.

#### **3.17.2 The Community of Geneva Classical Academy–Personal Information**

The privacy of the students, parents, staff, and Board of Directors of Geneva Classical Academy is valuable and is a matter of great importance and trust. Personal information (including, but not limited to names, addresses, phone numbers, and email addresses) may be distributed only among persons belonging to the community of Geneva Classical Academy and may not be distributed by Geneva Classical Academy to any outside parties.

#### **3.17.3 Friends and Guests–Personal Information**

Personal information received by Geneva Classical Academy belonging to persons other than the community of Geneva Classical Academy will be treated with care. Reasonable efforts will be made to ensure the information is distributed only as needed at Geneva Classical Academy and will not be distributed to other parties.

#### **3.17.4 Geneva Classical Academy–Internal Communications**

Personal information may be distributed among Geneva Classical Academy for purposes of school-related business only. Geneva Classical Academy will endeavor to avoid excessive reproduction of personal information to minimize the possibility of improper distribution of personal information belonging to the community of Geneva Classical Academy, as well as personal information belonging to friends and guests.

### **3.17.5 Geneva Classical Academy–Community Communications**

Community communication of personal information shall be governed by the principle of “one document, one recipient”. Each document containing personal information will be intended only for the receipt of one person or household.

### **3.17.6 Privacy Policy Statement**

The following statement may appear on some documents containing personal information belonging to anyone other than the sender or the recipient:

*In accordance with the Privacy Policy of Geneva Classical Academy, this document and any associated documents are intended only for the use of the initial recipient and may contain privileged and confidential information. Any use of this information for anything other than its intended purpose or by anyone other than the initial recipient constitutes a violation of the privacy policy of Geneva Classical Academy. If you have any questions about this policy, please call 863-644-1408.*

### **3.18 Parent Teacher Fellowship**

The Parent Teacher Fellowship consists of a group of committed parents and staff working in coordination with a multitude of parent volunteers to support our students, classrooms, and school and to provide them with valuable tools for education, life, and ministry.

### **3.19 Background Screening Policy**

The purpose of this policy is to provide the safest environment possible for the students enrolled at Geneva Classical Academy. The school must be assured the adults working with our students are of good moral character and do not have a history of abuse or similar improper behavior which might be repeated. This policy sets forth the standards and procedures to be followed by Geneva Classical Academy to ascertain information concerning the moral character and behavioral history of individuals who work with our students.

#### **3.19.1 Policy for Staff and Overnight Volunteers**

All faculty, staff, substitutes, members of the Board of Directors, and volunteers who chaperone overnight field trips must:

- Sign and have notarized an **Affidavit of Good Moral Character**.
- Submit to a Florida (FDLE) and National (FBI) background screening which requires fingerprinting.
- A background screening check should be updated every five years.

#### **3.19.2 Policy for Volunteers**

All volunteers who work with children in the classroom with a teacher or chaperone local field trips must sign and have notarized an **Affidavit of Good Moral Character**.

## **IV. Policies Regarding Educational Programs**

### **4.1 Honor Code**

Students and families at Geneva Classical Academy are those who have committed themselves to a unique educational opportunity. In order to benefit fully from our community, students and families must work hard and cooperate. Therefore, every student and each family must agree to be respectful of staff members and other students. Dishonesty, such as giving false information, alteration or misuse of documents, plagiarism, cheating in schoolwork, impersonation, and other forms of fraud will not be tolerated and will result in immediate disciplinary action. The intent of this code includes the duty to report personal knowledge of infractions by others.

### **4.2 Homework**

Home is intended to be practice of what has been taught or preparation for upcoming lessons. The amount of time a student needs to complete homework varies from day to day, from grade to grade, and from student to student. Each student, with the involvement of parents, should plan his out-of-school and extracurricular activities wisely in order to provide adequate time for homework. Wise planning allows for timely completion of assignments as well as the development of personal responsibility.

Every school presents its own emphases. Geneva emphasizes classical Christian academics. Each family should determine how they will balance the academic workload with participation in extracurricular activities (athletics, social events, jobs, etc.).

There are typical periods throughout the year when homework can appear to become a problem, usually occurring during sports competitions, drama rehearsals and productions, and final exams. Students and parents are encouraged to anticipate such times and to ensure work is completed in a timely manner.

Homework may include but is not limited to:

- At-home reading requirements
- Reviewing phonograms, spelling words, or vocabulary
- Studying vocabulary words, math facts, and Latin
- Studying Bible and Catechism memory work
- Studying for quizzes or tests
- Conducting research for assignments and completing assigned projects.

#### **4.2.1 Effective Home Study Recommendations**

- Select a quiet study area with a straight chair, flat table space, sufficiently bright light, and all necessary work materials.
- Schedule a specific study time each day for five or six days per week.
- Study most days, even with no assigned homework. We recommend studying each weekday or night, Monday–Thursday, plus one day on the weekend.

- Review his or her more difficult subjects even when no homework assignments are brought home. Notes, materials, and handouts from classes need daily reinforcement. Re-reading past assignments, texts, and other materials given in class is a very wise practice.
- Reserve study as a quiet time; research has shown that TV, radio, and listening to loud music during study is distracting to most students—no matter what the individual student may believe or perceive. Distractions should be held to a minimum: younger siblings, pets, and electronic devices.
- Devote study time each day, even when no assigned work is sent home.

If students review and study on a consistent, daily basis, their grades should increase appreciably. Daily practice helps to reinforce important facts, vocabulary, and formulas. Cramming just prior to examination does little to help a student learn and retain knowledge. Review prior to an examination, however, is always beneficial. The parent(s) of each student should occasionally:

- Ask their child if he/she needs assistance.
- Check their child’s agenda, assignment book, or log.
- Check assignments to be completed.
- Follow up on assignments, papers, or projects

#### 4.2.2 Semester Exams

Comprehensive semester exams are given in numerous subjects to students in Grades 6 through 12 at the end of the first and second semesters. The exams are scheduled for the last few days of the semester.

#### 4.3 Grading Scale

For Grades K4 through 2, we desire to cultivate a love of learning before an awareness of grading. Therefore, summary grades are issued on report cards.

<u>Summary Grades</u>	<u>Grades 3 through 12</u>	
E = Excellent	100–90	A
G = Good	89–80	B
S = Satisfactory	79–70	C
NI = Needs Improvement	69–65	D
U = Unsatisfactory	64–0	F

#### 4.4 Student Promotion Policy

The purpose of this policy is to establish consistent standards for academic promotion.

##### 4.4.1 Definitions

- “Promotion:” advancement of current students from one grade level to the next
- “Retention:” students will repeat the grade in which most recently enrolled



#### **4.4.2 Grammar Students**

Grammar students must pass letter-graded classes with at least a 70% final average for each. Grammar students must have resolved any “Unsatisfactory” (U) marks by the end of the academic year and, where applicable, should be working at “Satisfactory” (S). If, in the teacher’s judgment, any other compelling reasons exist to recommend retention (e.g., developmental reasons), the teacher should communicate their concerns as early as possible both to the parents of the student in question and to the Grammar School Head, who will make the final determination on promotion or retention.

#### **4.4.3 Dialectic and Rhetoric Students**

Dialectic and rhetoric students must maintain a GPA of at least 2.0 in their core classes (defined as any Math, History, Science, English, Latin, Bible, and Classical Distinctive classes) in the current academic year to qualify for promotion. Students seeking to graduate from Geneva Classical Academy must meet all applicable requirements as specified in the curriculum policies. Any petition to diverge from the requirements of this policy should be made to the Head of School for his/her consideration regarding such an appeal for variance.

#### **4.5 Communication**

Geneva Classical Academy pursues the goal of accurate, clear, and harmonious communication between parents, staff, and Board of Directors members.

##### **4.5.1 Classroom Newsletter**

Each homeroom teacher in Grades K4 through 5 sends home a weekly communication to parents which includes a brief summation of upcoming topics to be studied and other information deemed pertinent by the teacher. Parents and students in Grades 6 through 12 can keep track of assignments, grades, and attendance by contacting their teacher.

##### **4.5.2 School Newsletter**

*Geneva News: NOVI* is published weekly and distributed by email. It contains information on upcoming events, needs of the school, and other important items.

#### **4.6 Academic Reports – Report Cards**

Report cards are distributed at the end of each grading period and according to the school calendar. They are either sent home with the dialectic and rhetoric students or included in grammar students’ Friday Folders. During the grading period, a parent will be notified if a student’s grade begins a significant decline or if a disconcerting pattern begins to develop in the student’s homework or conduct.

##### **4.6.1 Mid-term Reports**

Mid-term reports are either sent home with dialectic and rhetoric students or included in grammar students’ Friday Folders. These reports are provided as an indication of the

student's present progress and must be signed and returned to the classroom teacher. Parents may thus follow the progress of their student every four to five weeks throughout the school year.

#### **4.6.2 Tutoring**

Geneva anticipates parents to provide tutors when necessary and if a student's performance shows signs of significant decline. Parents may utilize Geneva faculty or Upper School students at a mutually agreed upon hourly rate, or another individual of their choice.

#### **4.6.3 Student Academic Records**

The Registrar, under the direction of the Headmaster, has authority for all academic records. The records will be available to parents for viewing as requested. Parents may also request a copy of their child's academic records so long as the request does not place an undue burden on the school staff. School records will be released to other schools only by the approval of the Registrar and in accordance with all other school policies.

#### **4.7 Grade Point Averages**

Grammar School quarter grades will be based on tests/quizzes, projects/book reports, and classwork/homework/participation.

GPA's for students in Grades 6 through 12 are calculated according to semester grades. Semester grades are weighted by even proportion between the two quarters. Some teachers additionally administer a semester exam, which has a weight of up to (but not exceeding) 20% of the overall semester grade—e.g. first quarter, 40%; second quarter, 40%; semester exam, 20%. Teachers have the discretion, however, to lower the weight of the semester exam—e.g. first quarter, 45%; second quarter, 45%; semester exam, 10%. GPA's are calculated by converting individual semester grades to the 4-point or 5-point scale, weighing them as applicable, and averaging the resultant figures.

#### **4.8 Parent-Teacher Conferences**

Parent-teacher conferences facilitate Geneva's goal to partner with parents in the education of their children. During conferences the student's progress is assessed, and the parents' questions and concerns are addressed. Parents are encouraged to utilize these conferences:

- To communicate directly with their child's teachers. It is mandatory for parents to attend the scheduled conferences; however, conferences with a teacher are encouraged at anytime. Please refer to the school calendar.
- To maintain close home and school cooperation and communication, parents should contact teachers directly or the school office to arrange a conference.

#### **4.9 Attendance and Tardy Policy**

Regular school attendance is required and, along with prompt arrival to classes, is of central importance to a student's success at Geneva. Secondary but vitally linked to regular

attendance is open and prompt communication as concerns any absence. This policy is written with both the individual and the school community in mind. A child's attitudes are greatly shaped by their parents' priorities, and Geneva's attendance and tardy policy is motivated by the need for order and accountability. We ask parents to cling to the advice given by Solomon in Proverbs 3:13, "*Hold on to instruction, do not let it go; guard it well for it is your life.*"

#### **4.9.1 Definitions**

- "Excused Absence:"
  1. In order to qualify as *excused*, absences should be communicated to the school office in a timely manner. Unless not possible, such communication should regularly occur before the start of a given school day.
  2. Illness or extended medical appointment (a notice from a parent is sufficient for an illness or medical appointment resulting in an absence of no more than five school days).
  3. For an illness longer than five (5) school days, a note from a licensed physician is required.
  4. Death of a family member
  5. Natural disaster
  6. Traffic accident directly involving the student
  7. Law enforcement order or court subpoena
  8. Pre-arranged college trips for students in Grades 10 through 12
  9. Other extraordinary circumstances or situations, pre-arranged, and with the administration's permission
  10. If there are circumstances not covered by one of the above, parents must make a petition in writing. The Headmaster will determine the validity of the circumstances.
- "Unexcused Absence:" absence from school for any reason not listed as an excused absence.
- "Excused Tardy:" any late arrival to school resulting from a doctor appointment, temporary sickness, or any prearranged situation. Delays caused by heavy traffic are not excused; however, delays caused by a major traffic stoppage will constitute a legitimate excuse.
- "Unexcused Tardy:" any late arrival to school for a reason not listed as excused; dialectic and rhetoric students who are late to class during the day for any reason not listed as excused or not excused by a teacher or administrator.
- All absences and tardies will be marked *unexcused* unless or until the school receives a note with a legitimate explanation for said absence.

#### **4.9.2 Submission Guidelines for Homework, Make Up Work and Late Work**

It is the student's responsibility, not the teacher's, to ensure assignments are completed within the time allotted. Full credit will be given only when work properly meets the time guidelines. If a student had a planned, pre-arranged absence, all work is due prior to the absence or on the first day back at school, at the discretion of the teacher. Late work will be penalized.

#### **4.9.2.1 Upper School**

Regular attendance is crucial for a student to succeed in the Upper School, and secondary to this is prompt and clear communication concerning any absences. Homework assignments are due at the beginning of the period or class day. Any assignment turned in after the assignments are collected is late. Students will not be permitted to complete assignments during the period and turn them in that same period for full credit. For each day an assignment is late, the grade is to be reduced by an amount as promulgated by the classroom teacher at the beginning of the year. Assignments may not be turned in for credit more than five (5) school days past the due date. Teachers may use their own discretion in applying these submission guidelines for long-term assignments.

Upper School students may have two class periods to make up work for missed work with an excused absence.

#### **4.9.2.2 Grammar School**

Grammar School students have twice the amount of time absent to submit make-up work (e.g., four days are allowed to complete the work missed during a two-day absence), up to a maximum of ten (10) calendar days (i.e., a five-day absence).

For each day an assignment is late, the grade is to be reduced by ten percent. Assignments may not receive credit more than ten school days past the due date.

#### **4.9.3 Submission Guidelines for Make-Up Work**

Students with unplanned absences are expected to make up missed work. Missed assignments will be due on a schedule determined by the individual classroom teacher.

Parents and students must contact the teacher(s) prior to returning to school to agree on a schedule for completing the missed work. If a student had a planned absence, all work is due prior to the absence or at the discretion of the teacher. It is the student's responsibility, and not the teacher's, to ensure assignments are completed within the time allotted.

#### **4.9.4 Notification**

Parents should notify the office by 8:30 a.m. if a student will be absent or late. If a student misses more than twenty (20) minutes of a class he will be considered absent rather than tardy. If the office is not otherwise notified, the absence will be considered unexcused.

#### **4.9.5 Attendance Guidelines**

1. All students are expected to be in their classrooms and seated by the starting time of the school day as determined and published by the school.
2. Excused absences or tardiness do not exempt students from assignments.
3. The teacher reports the attendance to the Registrar who maintains records of attendance for each student and will include in each student's quarterly report card the total number of absences and tardies for the specific marking period.

4. Students are not allowed to leave campus during school hours unless signed out by a parent, a person authorized by the parents on the **Authorization for Pick Up** form, Rhetoric students with written permission who are licensed to drive, or accompanied by a faculty or staff member. This rule takes effect at the time a student arrives on campus. Any exceptions to this rule must be approved by an administrator and in writing (note, fax, or email) from a parent of the student wishing to leave the campus.
5. Students enrolled at Geneva Classical Academy are expected to attend all prescribed classes. Students may not choose which or how many classes to attend.
6. No student's total absences (excused or unexcused) for a semester should exceed ten (in the upper school, an absence in one class period counts as a day's absence unless the Head of School has granted a special dispensation).
7. In the event the total number of a student's absences (excused or unexcused) exceeds ten in one semester, the Administration will communicate with the student's parents to determine whether the student will be placed on probation or receive a reduction in grades. Administration reserves the right, in said situation, to reduce the student's grades by one full letter grade in every class and/or to place the student on probation.
8. Absences that are the result of legitimate Geneva curricular or co-curricular obligations do not count toward these totals. If half or more of the absences are the result of one catastrophic event (e.g., illness, accident, etc.), the student may appeal to the Headmaster for a waiver to this rule.
9. Students in Grades K4-5 who are not in their classroom and their seat at 8:15 a.m. must be signed into school in the main office by a parent or guardian.
10. Students in Grades 6-12 who arrive in their classroom after 8:00 a.m. must sign into school in the main office. The student will be recorded as tardy by the classroom teacher.
11. Requests for an excused tardy will be submitted by a parent to the office. Approval will be at the discretion of the Head of School.
12. If requesting an excused tardy for a doctor's appointment or sickness, the student must bring a note from a parent. If a student fails to sign in when tardy to school, the result could be an unexcused absence for the class period(s).
13. All work submitted by students with unexcused tardies will be counted as late.
14. Three unexcused tardies will be counted as one unexcused absence.
15. Any student who is more than twenty minutes late for a class will be counted as absent for that class.
16. Parents or students who wish to communicate a pre-arranged absence (i.e., scheduled surgery, college visit) should complete and submit a **Pre-Arranged Absence** form. The form should be returned to the classroom teacher at least one week prior to the requested absence. The administration will determine whether the future planned absence is excused or unexcused.
17. All unexcused absences will receive 0% on missed tests and quizzes. After three (3) unexcused absences in a semester, parents will hold a mandatory meeting with the Headmaster and/or Head of School. In said situation, families should expect a grade-reduction of a full letter grade in every class and/or probation.

18. In the event that unexcused absences in a semester exceed three, students and parents will meet with the Headmaster and/or Head of School to discuss the student's standing with the school.
19. Students in 6-12 absent during a final exam will receive an Incomplete (I) for the particular course until the missed exam is completed. Without approval from the Administration, all incomplete work will receive a 0% one week after the last day of school. There will be a \$25.00 proctoring fee for final exams rescheduled out of regular school hours.
20. Appeals should be made to the Headmaster.

#### **4.10 Probation**

The purpose of probation is to highlight an area of concern within the student's behavior (academic or social) and allow the opportunity for restoration.

##### **4.10.1 Definitions**

- "Academic probation:" allows the student a designated period of time (assigned by the administration) for progress to be made and scores improved.
- "Social probation:" allows the student a designated period of time (assigned by the administration) for relational and behavioral progress to be made.

##### **4.10.2 Grammar Guidelines**

Students in Grades K4 through 5 will be assessed on a case-by-case basis, following the guidelines for promotion and retention. The Head of Grammar School will work with teachers and parents to determine the best possible action to take for a struggling student. Students on academic probation may not participate in school-sanctioned extracurricular activities.

##### **4.10.3 Dialectic and Rhetoric Guidelines**

- For students in Grades 6 through 12, the GPA will be calculated at the end of each mid-quarter and at the end of each quarter.
- If a student carries a GPA below 2.0 (i.e., a "C" average) in the core disciplines (defined as any Math, History, Science, English, Latin, Bible, and Classical Distinctive classes), the student may not participate in any school-sanctioned extracurricular activity (this includes, but is not limited to, athletic participation) until the following mid-quarter or quarter, whichever comes first. Student privileges will be reinstated if he has raised his GPA to 2.0 or higher.
- The Head of Upper School will recommend a parent-teacher conference to discuss the situation.
- If a student's cumulative GPA for the grading period falls below 2.0, the Head of Upper School will place the student on academic probation.
- If after placement on academic probation a student's GPA does not rise to at least 2.0 both cumulatively and collectively in the core disciplines, the Head of Upper School will determine, in consultation with the student's teachers, whether the student should be dismissed from the school on academic grounds.

- If the Head of Upper School and Headmaster deem the implementation of this policy counter-productive, they may opt not to place a student on academic probation, in which case they will include an explanation in the student's file.

#### **4.11 Rhetoric School Commencement**

Commencement requirements and policies are listed in the *Dialectic and Rhetoric Curriculum Guide*. GPA for Valedictorian and Salutatorian is figured based on the student's GCA GPA. The student speakers (Student Welcome and Student Address) are chosen by the Upper School faculty. Please refer to Appendix I (page 43) for graduation requirements.

#### **4.12 Honor Roll**

The Scriptures endorse recognizing good work: from the writings of Solomon (Proverbs) to those of Paul (Romans, I Timothy, etc.). Therefore, we seek to recognize those students accomplishing the necessary prerequisites to receive an applicable award/honor. We hope to encourage the motivation to good work among all the students by demonstrating to them such work is not overlooked or taken for granted, but rather it is noticed and commended:

##### **4.12.1 Grammar**

- All A's in a grading period will earn placement on the A Honor Roll.
- A's and B's in a grading period will earn placement on the A-B honor roll and recognition.
- A year's placement on the all A's honor roll will receive special recognition.
- Honor roll eligibility requires all summary grades to be "Satisfactory" or better.
- We will honor 100% attendance in a school year.

##### **4.12.2 Dialectic and Rhetoric**

To encourage academic excellence, the school will recognize honor roll students in Grades 6 through 12 for each semester. There are three (3) designations for honor roll:

- A student qualifies for *Cum Laude* with a minimum GPA of 3.2-3.499.
- A student qualifies for *Magna Cum Laude* with a minimum GPA of 3.5-3.749.
- A student qualifies for *Summa Cum Laude* with a minimum GPA of 3.75-5.0.

#### **4.13 Field Trip Guidelines**

Education is not limited to the four walls of the classroom, and faculty members may choose to take their classes on-location for firsthand experiences. In order to participate in a field trip, a student must have a signed-consent **Field Trip Permission Form** from a parent or guardian and current emergency contact information. Financial accounts to Geneva Classical Academy must be current before going on field trips. Any faculty member, with the written consent of the Headmaster and/or Head of School, may choose not to take any student who has demonstrated a lack of self-discipline or who may be a potentially disruptive influence on a trip. Parents will be provided with all the information concerning a field trip, and chaperones will be acquired. Teachers will help students be

prepared for any field trip and will communicate to the student's expectations for decorum and obedience as well as the consequences for disobedience.

Students in Grades 5 through 12 are given the opportunity to participate in extended out-of-town field trips. The purpose of these trips is to give students experiences in learning at a different level and in a different environment from that which is available in the classroom. These older students also benefit from extended periods away with faculty, administrators, and fellow students through learning responsibility and building closer relationships.

Geneva staff accompanies the students on extended out-of-town field trips, and parents are asked to volunteer to chaperone, if needed. The number and age of students are taken into account when determining the number of chaperones needed on a particular trip. The school reserves the right to limit the number of chaperones on a field trip and to select parent chaperones when they are needed. Every parent chaperoning on an overnight field trip is required to undergo a background check four weeks prior to departure. Out-of-town field trips are not compulsory for any student, nor are they appropriate for siblings or homeschool students; however, the school strongly encourages every student to participate.

Unless otherwise approved, all students will be expected to comply with Geneva dress code while on school-sponsored field trips. Summer trips will be scheduled or reserved for re-enrolled and newly enrolled students only.

**Family tuition accounts must be current for students and/or parents to attend field trips.**

Since Geneva's field trips are part of the school's curriculum and are considered school functions, teachers represent the school administration and are in charge on field trips. If a student does not participate in a field trip (local or out of town and for any reason), extra work may be assigned.

**4.14 Computer Usage Policy**

To ensure computers and the internet are used in a proper manner, school personnel have the authority to monitor all aspects of computer usage occurring within the school facility.

**4.14.1 Social Media**

It is in the best interest of Geneva Classical Academy for its staff and students to be involved in the online social networking sphere. Where no policy or guideline exists, staff members and students should use their best judgment and take the most prudent action possible. Consult with school administration if you are uncertain.

Personal blogs or posts which make reference to the school should have clear disclaimers that the views expressed by the author are the author's alone and do not necessarily represent the views of the school.



Information published online should be consistent with a Christian testimony. This also applies to comments posted on other blogs, forums, and social networking sites.

- Be respectful to the school, staff members, parents, students, and others.
- Social media activities should not interfere with supervision and instruction of students or other work commitments.
- Changes in status should not be posted during the school day or during participation in after-hours or off-campus school functions.
- Your online presence reflects Geneva Classical Academy. Be aware that your actions captured via images, posts, or comments can reflect favorably or unfavorably on our school.
- Do not reference or cite others in the school community without their consent.
- Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
- School logos and trademarks may not be used without prior, written consent from the administration.

## **4.15 Learning Disabilities**

### **4.15.1 Definitions**

- “Severe learning disability:” any condition in a student or prospective student which would require a separate classroom, program, or personnel in order to provide the education desired by the parents. Severe learning disabilities include, but are not limited to, Downs Syndrome, deafness, blindness, and varying diagnoses across the Autistic spectrum.
- “Mild learning disability:” any condition in a student or prospective student which does not require a separate classroom, program, or personnel in order to provide the education desired by the parents. Mild learning disabilities include, but are not limited to, Attention Deficit Disorder (ADD), Attention Deficit Hyperactivity Disorder (ADHD), and minor dyslexia.

### **4.15.2 Policy**

To clarify the school's educational goals with respect to learning disabilities, the school follows specific guidelines:

- Due to insufficient personnel, funding, and facilities, the school will be unable to admit children with severe learning disabilities.
- Students diagnosed with mild learning disabilities are expected to meet academic and disciplinary standards identical to other children in their grade.
- Children diagnosed with mild learning disabilities will receive the same quality of individual instruction, attention, and encouragement as their peers.

## **4.16 Standardized Testing**

Geneva annually administers standardized testing to all students in Grades 3 through 9. This is a check for the school to ensure we are meeting minimum competency standards,

and it is a check for the students to ensure they are performing at the appropriate grade level or higher. We compare our scores to the national averages and report scoring to parents. If a parent wishes to receive a copy of the overall test results, he should contact the Head of Grammar School.

The Preliminary Scholastic Aptitude Test (PSAT) is given to all students in 10<sup>th</sup> and 11<sup>th</sup> grade. Rhetoric students are personally responsible for signing up for the Scholastic Aptitude Test (SAT) or American College Testing (ACT) examinations. Rhetoric students may be eligible to participate in Advanced Placement (AP) testing for college credit.

#### **4.17 Extracurricular Activities**

This policy provides guidelines for all extracurricular activities in harmony with the school's established philosophy, purpose, and standards. In order for a student to participate in extracurricular activities on a given day, the student must be in attendance at school for the entirety of that school day unless an appeal has been made to the Head of School and a special dispensation granted.

##### **4.17.1 Definition**

An extracurricular activity is any organized, school-sanctioned activity involving student participation and enrichment beyond the normal academic (curricular) activities. Consequently, participation in such activities is considered voluntary. Extracurricular activities include field trips organized by the faculty outside of regular school hours and participation in student organizations and clubs, such as athletics, fine arts, special musical groups, and the like.

##### **4.17.2 Policy**

Extracurricular activities may not take priority over the academic program. A school staff or Board of Directors member, or an agent commissioned by the school, must serve as the director, coordinator, or coach of an extracurricular activity. Unless the school's annual budget allocates specific funds for particular extracurricular activities, then *ad hoc* activities fees or Board of Directors-approved support and booster organizations will underwrite all operating expenses.

#### **4.18 Athletic Guidelines**

All athletic participants, their parents, and coaches must sign and agree to abide by the provisions of school policy and the athletics code of conduct. For a student to engage in athletic competition on a given day, the student must be in attendance at school for the entirety of that school day unless an appeal has been made to the Head of School and a special dispensation granted. No student shall be allowed to participate on a Geneva athletic team with a cumulative GPA lower than 2.0, calculated based on core classes (defined above in 4.4.3 and 4.10.3).

#### **4.18.1 Definitions**

Two classes of athletic teams may compete under the school name subject to Board of Directors approval: school teams and club teams.

#### **4.18.2 School Teams**

School Teams are those teams that compete in leagues such as the Florida Christian Associate of Private and Parochial Schools (FCAPPS) league and are officially approved by the Headmaster to carry this designation. These teams are subject to adequate funding, qualified coaching, sufficient participant interest, and the presence of adequate opponent scheduling. Only teams made up of players from Grade 5 or above may be designated as school teams. The athletic fee for participation on each school team will cover the expenses of coaches, facility rental, uniforms, equipment, transportation, etc. Additional fees may be required to participate in tournaments and/or post-season play.

#### **4.18.3 Club Teams**

Club Teams are those teams officially approved by the Headmaster to carry this designation, and all participants, coaches, and parents are required to abide by school policy. Club Teams do not receive any financial support from the school. Any and all sponsors of Club Teams must be approved by the Headmaster.

#### **4.18.4 Homeschool Participation on Athletic Teams**

If all Geneva students have been invited to participate on an athletic team and if openings still remain, homeschool students from Polk County and surrounding areas will be invited to participate.

#### **4.19 School-Sponsored Events**

School-sponsored events are (1) organized by the Board of Directors of directors or staff; or (2) approved by the Headmaster and organized by an agency of the school; or (3) published on the school's yearly calendar; or (4) supported by the school's financial resources:

- School-sponsored activities must comport with the school's stated educational goals.
- School-sponsored activities require the attendance of at least one member of the school staff.
- Students who do not attend Geneva Classical Academy may not participate in school-sponsored activities, except with the explicit permission of the Administration.
- The school will provide parents with timely information about school sponsored activities. The administration must approve all written communication to parents concerning such activities.
- Parents must sign a written waiver both releasing the school from any liability for each particular off-campus, school-sponsored activity and authorizing the school's procurement of any necessary treatment in the event of a medical emergency.

- The school will advertise only school-sponsored activities in its official communications.
- Administration must approve all proposed activities and their dates and determine the number of chaperones necessary.
- Only school-sponsored activities will receive school financial support (e.g., free promotional copies, telephone usage, advertising assistance, supplies).

#### **4.20 Controversial Subjects**

Controversial issues are those issues which Christian families and churches commonly consider divisive and on which the school has taken no official position. This policy applies regardless of who introduces such an issue, whether a teacher or a student. Controversial issues include, but are not limited to, courting and dating, environmentalism, the War Between the States, old-earth/young-earth theories, and partisan politics.

These guidelines will be upheld by the staff of Geneva Classical Academy, which does its utmost to respect the convictions of parents and teachers regarding controversial issues while maintaining the school's goal of understanding all things according to a Biblical worldview:

- If a potentially controversial issue arises in the course of a day's instruction and discussion of the issue will likely not assist teachers to achieve specific curricular goals, then teachers must table further dialogue on the issue until an appropriate time outside of the normal class schedule.
- If a potentially controversial issue arises in the course of a day's instruction and discussion of the issue will likely assist teachers to achieve specific curricular goals, then teachers will do the following:
  1. Teachers will instruct the class on Christian obligations to charitable debate. (I Peter 3:15)
  2. Teachers will remind the students of their responsibility to honor any instruction they have received from their parents.
  3. If appropriate and pertinent to the curriculum, teachers will direct the students' attention to informed sources expressing opposing viewpoints and encourage them to familiarize themselves with the most widely held views on the issue. This academic inquiry may take a variety of forms, including research papers, guest speakers, faculty debates, etc.
  4. Teachers must refrain from pursuing tangents, curricular-related or not, which may lead to the mishandling or poor teaching of controversial issues.
- Teachers must remember they are to serve as role models of mature Christian character to the students; hence, teachers must never engage in adversarial debates with students over controversial issues. Although teachers may hold deep personal convictions regarding various controversial issues, they must endeavor to instill a gracious, scholarly attitude in the students.
- Teachers may express their views on controversial issues; however, when expressing their beliefs, they must strive to present opposing views as accurately, fairly, and graciously as possible.

#### **4.21 Education Resources**

In seeking to meet the needs of each Geneva student, the school will make available information on the services of educational resource professionals. These professionals do not have a contractual relationship with Geneva Classical Academy; parents must contract privately with the professionals.

#### **4.22 Library**

The Geneva Classical Academy school library exists to cultivate and encourage a passion for learning through literature. The library will reflect literature which nourishes students and adults in goodness, truth, and beauty. Literature which is proven and improves our students will be evaluated for literary value, moral fortitude, strong educational components, and outstanding artistic merit. All literature, including current bestseller or popular culture media, will be reviewed by the librarian or the administration based on the above-stated criteria. While much of the literature in our library will be directly linked to curricula, other volumes will be available to encourage leisure reading. It is the stated purpose of Geneva to partner with parents in the education of their children, and leisure reading depends ultimately on the discretion of the parents.

#### **4.3 Part-Time Students Field Trip and Activities Policy**

Part-time students who take only elective courses are eligible only for field trips associated with the elective class or classes they are taking.

Part-time students who take either one or two non-elective upper-school courses must pay the \$175 activity fee and may participate in the following:

- any field trip, including overnight, that is drawn from the specific course the student is taking
- any school-wide field trip
- any school-wide or class-wide activity or retreat (Roman Day, Reformation Day, Walk-a-Thon, Dialectic Day, Rhetoric Retreat, etc.)

Part-time students who take either one or two non-elective upper-school courses **may not** do the following:

- participate in a field trip which is not school-wide *and* not drawn from a course the student is taking or participate in class-wide trips that are not course specific (Washington DC 11th; the seniors' Europe trip is an exception. Students must take at least three courses from 9th through 12th grade in order to participate in the Europe trip.)
- receive the recognition awarded to full-time students alone at 8th Grade Accolade
- receive the recognition awarded to full-time students alone in GCA's graduation ceremony
- participate in BuckFin
- run for office in the upper school's student government
- participate in GCA's House System

Furthermore, part-time students who take three or more courses--also being required to pay the activity fee--may do the following:

- participate in class-wide trips that are not course specific (Washington DC for 11th, Europe for 12th)
- participate in graduation, receiving a parent or home school diploma and separate recognition from that given to GCA's full-time students
- participate in BuckFin
- participate in GCA's House System

Part-time students who take three or more courses **may not** do the following:

- receive the recognition awarded to full-time students alone at 8th Grade Accolade
- receive the same recognition and diploma granted to full-time students in GCA's commencement ceremony
- be ranked in the class at graduation
- participate in course-specific class-wide field trips in courses the student is not taking

## **V. Student Culture**

### **5.1 Preamble**

The expressed will of God in his act of creation is glory for his own name and enjoyment for those whom he has created. The standard which he has provided to direct us how we may glorify and enjoy him is the Word of God, contained in the Scriptures of the Old and New Testaments. When requested to name the greatest commandment, the Lord Jesus Christ said, "You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself" (Matthew 22:37-39). The formation of Geneva's student culture is founded upon the concept of loving God and loving your neighbor as yourself. In addition, parents should remember the teaching in Proverbs 3:11-12, "My son, do not despise the Lord's discipline or be weary of his reproof, for the Lord reproves him whom he loves, as a father the son in whom he delights."

The law of God is perfect, and so it binds everyone to full conformity in the whole person. The law of God is spiritual, and so it reaches the understanding, will, affections, and all other powers of the soul. The law of God is expansive, and so it addresses our thoughts, words, actions, and gestures. The law of God is connective, and so it creates unity between men and women and establishes a consensus on which we peacefully exist with one another. The law of God is powerful, and so it demonstrates to us our need for a Savior outside of ourselves so that we might obtain grace and mercy and have peace with God. Summarily, in loving God and loving one another, we must take great care not to provoke others to sin but to promote their welfare, even while we strive by God's grace for holiness and righteousness.

### **5.2 Discipline**

Teachers will have the responsibility for establishing an atmosphere of motivated, disciplined learning in the classrooms. They will expect obedience and will maintain control of classroom behavior. At the discretion of the faculty, parents will be asked to

participate in the discipline process. The Headmaster reserves the right to suspend or expel students, if the need occurs. We anticipate excellent behavior and a spirit of cooperation between school, students, and parents. Teachers will determine the method and degree of discipline (i.e., training) in accordance with the Biblical standards outlined by the school. The discipline will be administered in the light of the situation and the attitude of the student. Biblical principles include:

- Acknowledgement of the offense.
- Biblical references.
- Repentance of the offender.
- Consequences.
- Forgiveness from the offended person and administration.
- Restoration of the relationship or offense.

The goal of discipline is always restoration, and most discipline problems are resolved at the classroom level. If more serious action is needed, parents will be contacted. Every time a student visits the Headmaster and/or Heads of School for a discipline issue, parents will be notified, and a written account will be kept on file.

Some basic behaviors automatically necessitate discipline and parental involvement. In keeping with the Biblical command to fathers, the primary contact (typically the first telephone call) for discipline issues will be to the student's father:

- Disrespect shown to any staff member. The staff member will be the judge of what constitutes disrespectful behavior.
- Dishonesty in any situation at school, including lying, cheating, or stealing.
- Rebellion, such as outright disobedience in response to instruction.
- Fighting physically or verbally, with intent to harm or hurt another. In cases of self-defense, the faculty/staff member will be the judge of its appropriateness.
- Inappropriate, obscene, vulgar or profane language, including taking the Lord's name in vain.
- Possession and/or use of alcohol, tobacco, vaping paraphernalia, or illegal drugs.
- Serious moral offense.

### 5.2.1 Explanations

- **“Suspension:”** The Geneva Classical Academy administration realizes suspending a student from school is a serious situation, but it is sometimes necessary. Each suspension will be dealt with on a case-by-case basis. Suspension will generally range from 1-5 days. The student will not be allowed on campus for the number of days specified. It is the student's responsibility to ensure he has all the information needed to return to class in a productive manner. The student is not eligible for any extracurricular activities during the period of suspension.
- **“Expulsion:”** The Geneva Classical Academy Board of Directors and Administration realize expelling a student from school is a very serious situation and should always be dealt with after much prayer and careful

deliberation. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems/patterns, the student will be expelled. Expulsion is the immediate removal of the student from the school campus for the remainder of the school year. In order for the student to be readmitted to Geneva, an appeal must be formulated and presented to the Headmaster.

### **5.2.2 Grammar School Procedures**

In the event a student continues in acts of misconduct on a given school day or after repeated acts of disobedience during a given week, the student's teacher will document the nature of the offense(s) by filling out a **Behavioral Incident Report**. Consequences for the offense(s) will range from the loss of a morning break to dismissal from school for the day or more. A copy of the report will be sent home to parents and must be signed and returned to the student's teacher the following day.

Cell phone/smart technology usage is inappropriate during the school day. Cell phones/smart technology brought to school should be turned off and stowed for the duration of the school day. A violation of this rule will result in confiscating the item by the classroom teacher and contacting the parent(s).

### **5.2.3 Upper School Procedures**

Minor infractions which occur are dealt with through the demerit system. Individual teachers may assign demerits to students for offenses including, but not limited to, being unprepared for class, disrespect, poor stewardship, tardiness, inappropriate language, and prohibited electronic devices. A form will be completed and given to the Head of School, who will keep track of all demerits. After a student earns five (5) demerits within a quarter, that student will serve a one-hour detention and pay a \$15.00 fine.

This following scale applies for the accumulation of demerits:

**All students:** 5 demerits in a quarter: a one-hour detention and a \$15.00 fine

#### **6<sup>th</sup>-8<sup>th</sup>:**

- 10 demerits in a semester: one-hour detention, fine, and parent meeting
- 12 demerits in a semester: one-day suspension and parent meeting
- 17 demerits in a year: one-day suspension, probation (duration to be determined by Head of School), and parent meeting
- 20 demerits in a year: one-day suspension, probation (duration to be determined by Head of School), parent meeting considering student's long-term standing at GCA

#### **9<sup>th</sup>-12<sup>th</sup>:**

- 8 demerits in a semester: one-hour detention, fine, and parent meeting
- 10 demerits in a semester: one-day suspension and parent meeting



- 12 demerits in a year: one-day suspension, probation (duration to be determined by Head of School), and parent meeting
- 15 demerits in a year: one-day suspension, probation (duration to be determined by Head of School), parent meeting considering student's long-term standing at GCA

Students receive a **Behavioral Incident Report** when they have shown significant disrespect for the rules and expectations of Geneva Classical Academy. All infraction reports prepared by the faculty are given first to the Head of Upper School or Headmaster before being handed to the student. The student is required to return the infraction report to the Registrar the following school day, having been signed by a parent. The Headmaster is the final authority on the significance and consequence(s) of the infraction.

If a faculty or staff member dismisses a student from a classroom for any reason, the student will be asked to call their parent(s) to pick them up from school for the day. This is not a suspension. However, students may not remain in class if they are distracting or disrupting the class. If the parent(s) cannot reclaim their student, the student will remain at school and in isolation for the remainder of the day.

If a student commits an act so serious the Headmaster considers swift, decisive action necessary, he may circumvent any other procedure outlined here and suspend a student immediately or consult with the Board of Directors on immediate expulsion.

#### **5.2.4 Other Discipline Issues**

The school may discipline students for serious misconduct occurring outside the school's purview (off campus). In cases where a Geneva student is guilty of serious moral turpitude and unrepentant sin, such as rebellion against God-given authorities (parents, guardians, teachers, administrators, officers of the law, etc.), criminal activity, sexual sin, etc., it is the primary responsibility of the student's church to exercise appropriate discipline according to the dictates of Scripture (e.g., Matthew 18:15-18). However, the school may choose to suspend, expel or withhold graduation for a student guilty of any serious sin, whether or not the student is a member of a Biblical church and whether or not a church chooses to carry out its disciplinary responsibilities.

The following examples of moral turpitude and their various consequences are meant to be illustrative and not exhaustive:

- A student who engages in illicit sexual relations (whether with a member of the opposite sex or of the same) will be suspended from the school and shall not come onto school property or attend official school functions (without express written permission from the Headmaster and Head of Upper School) unless and until such time as the Board of Directors reviews the matter and grants permission to return.
- A student who electively aborts a child will be expelled, insofar as by the weight of scriptural evidence the school understands this to be a murderous act, though sanctioned by civil law.

At the discretion of the Headmaster, in consultation with the appropriate Head of School, a student may be refused re-enrollment for the following school year. Such refusal is not considered a direct disciplinary act, requiring accumulated office visits in order to be taken. Refusal to reenroll is not the equivalent of suspension or expulsion.

### **5.3 Uniform Policy and Dress Code**

#### **5.3.1 Geneva Dress Code Philosophy**

We desire that Geneva's education would be wholly invested in developing mature young men and women who express the Truth, Goodness and Beauty of God in every aspect of their lives. With regard to attire, we expect students to affirm the following.

Truth: God made in the *imago dei* in two different sexes so our dress should reflect the orderliness of His design in this.

Goodness: Our bodies are His temple so we should seek to preserve modesty and present a well-mannered and tidy appearance

Beauty: He, in His wisdom, has blessed us with a sense of aesthetics which we ought to cherish by seeking harmony in our sense of personal style, no matter how varied our subjective preferences are.

As a classical Christian school, we also desire that our dress lines up with the pedagogy of the grammar, dialectic, and rhetoric stages of development. The priorities for the grammar stage are that uniforms foster *esprit de corps* by giving the young student identity and belongingness. *Uniform* means just that: one form. Everyone wears the same thing. Just as a worker, a soldier, a law enforcement officer, a Scout, or an athlete is often identified by his or her uniform, so a grammar school student is identifiable by his or hers. Young children love the feeling of belonging that a uniform brings. While uniforms are appropriate and desirable for grammar students dialectic students are questioning and making logical connections, and it is no stretch to see how this applies to clothing. One key way in which this can be accomplished with dialectic students is through a modified uniform or dress code, which is important preparation for the Rhetoric stage. Sometimes called the "poetic stage," the rhetoric stage is a time of self-realization and self-expression. Having a dress code rather than a uniform gives the students safe, godly boundaries, which allow them to dress according to personal taste and body types, express love for their neighbors, and learn what is appropriate attire for academic and professional environments.

Above all, our goal is that the Geneva uniform policy and dress code will encourage a serious academic atmosphere for nurturing virtuous scholars. We prayerfully ask parents and students to give careful, thoughtful attention to uniform and dress code guidelines, as they play an essential role in maintaining a classical Christian culture.

### **5.3.2 Requirements**

A student is expected to be in full uniform or dress code from the time he or she exits the car in the morning until he or she is in the car on the way home, unless the student is changing clothes for an athletic practice or game. Uniforms must be purchased through Sir Walter Uniforms.

Requirements for belts, socks, and shoes are outlined in the following pages. These items are purchased at the store of your choice as Sir Walter Uniforms does not carry socks or shoes. Girls hair accessories must either be a solid uniform color or plaid purchased from Sir Walter Uniforms. Outerwear for students must also originate at Sir Walter Uniforms.

### **5.3.3 Ordering Information**

You may order by telephone (800-621-8263) or online (GenevaClassicalAcademy.com; click on the uniform link). Please pay careful attention to the particular *Dress Uniform* and *Regular Uniform* requirements for your child before placing your order with Sir Walter Uniforms.

### **5.3.4 Dress Code According to Grade**

#### **5.3.4.1 K4 – 2nd Grade Girls**

##### **Dress Uniform (for chapel, field trips and school functions)**

Jumper: White Peter Pan blouse with plaid jumper

Socks: Any solid white socks or solid navy knee socks

Shoes: Solid black, brown, or navy dress shoes

Cold Weather: Solid white turtleneck under jumper, navy cardigan, or v-neck sweater; navy sweatshirt or navy hooded fleece jacket; white or navy tights

#### **5.3.4.2 3rd – 5th Grade Girls**

##### **Dress Uniform (for chapel, specified field trips and school functions)**

White Peter Pan blouse with plaid jumper (see notes) Or white oxford blouse with navy cross tie and plaid skort

Socks: Any solid white socks or solid navy knee socks

Shoes: Solid black, brown, or navy flat, closed-toe, dress shoes

Cold Weather: Navy cardigan or v-neck sweater or navy hooded fleece jacket; white or navy tights with

1. Solid white turtleneck under jumper, or

Long sleeve oxford shirt with skort

### **5.3.4.3 K4 – 5th Grade Girls**

#### **Regular Uniform**

*Girls may wear the dress uniform or any combination of the following:*

Top: Red, navy, yellow, or white polo shirt

Bottom: Plaid or khaki skort, khaki slacks, or khaki shorts

Socks: Any solid white socks or solid navy knee socks

Shoes: Athletic shoes (please see notes)

Belt: Solid brown or black belt (belt NOT required for K4/K5 students)

Cold Weather: Long sleeve red, navy, or white polo shirt; navy cardigan sweater, navy sweatshirt, or navy hooded fleece jacket; white or navy tights

*Notes for Grammar Girls:*

1. Athletic shoes may be worn on regular uniform days. They should be white, navy, gray, brown, or black; clean, tied, and a traditional style with no excessive patterns, decoration, or bright colors. They must have a closed heel and toe.
2. Girls' hair accessories must either be a solid uniform color or plaid purchased from Sir Walter.
3. Peter Pan blouse may only be worn under the jumper, not alone.
4. Grammar students do not change for P.E.
5. Outerwear should be from Sir Walter or removed indoors.

### **5.3.4.4 K4 – 5th Grade Boys**

#### **Dress Uniform (for chapel, specified field trips and school functions)**

Top: White oxford shirt

Bottom: Khaki slacks

Socks: Solid tan, brown, or black dress socks

Shoes: Solid brown, black, or cordovan dress shoes

Tie: Solid navy tie (ONLY for 3rd – 5th grade boys).

Belt: Solid brown belt (Belt NOT required for K4 and K5)

Cold Weather: Long sleeve white oxford, navy v-neck sweater, or navy hooded fleece jacket

### **5.3.4.5 K4 – 5th Grade Boys**

#### **Regular Uniform**

*Boys may wear the Dress Uniform or any combination of the following:*

Top: Red, navy, light yellow, or white polo shirt or white oxford shirt

Bottom: Khaki shorts or khaki slacks

Socks: Solid white crew socks with athletic shoes, solid tan or brown dress sock with dress shoes

Shoes: Brown, black, or cordovan dress shoes, or athletic shoes (please see notes)

Belt: Solid brown or black belt (belt not required for K4 and K5 students)

Cold Weather: Long sleeve red or white polo shirt, navy v-neck sweater, navy sweatshirt, or navy hooded fleece jacket

*Notes for Grammar Boys:*

1. Athletic shoes may be worn on regular uniform days. They should be white, navy, gray, brown, or black; clean, tied, and be of a traditional style with no excessive patterns, decoration, or bright colors. They must have a closed heel and toe.
2. Grammar students do not change for P.E.
3. Outerwear should be from Sir Walter or removed indoors.

#### **5.3.4.6 6th–8th Grade Girls**

Top: Any solid white or Sir Walter blue button-up blouse. Girls need one Geneva Polo shirt for some school field trips.

Bottom: Any khaki knee-length skirt or skort, or Sir Walter plaid skirt or skort (Sir Walter plaid skirt / skort may only be worn with blue or white top), OR ladies khaki dress pants (no patch pockets). Leggings are not permitted.

Shoes: Matching or coordinated low heeled or flat dress shoes. White, navy,

Cold Weather: Ladies khaki dress pants (no patch pockets); hose or white, navy, or black tights are permitted. *P.E.* –

Top: Gray Geneva P.E. t-shirt, navy or gray Knights t-shirt, or navy Geneva sweatshirt from Sir Walter

Bottom: Navy or black mesh or cotton shorts, or navy or black sweatpants. (May be Sir Walter)

Shoes: Athletic with closed heel and toe. Dialectic Outerwear: Jackets and sweaters must be purchased through Sir Walter or removed indoors. No hoodies

#### **5.3.4.7 6th–8th Grade Boys**

Top: On regular uniform days, any solid white or blue Oxford shirt, OR any color Sir Walter uniform polos. On Curia days shirts should be neat button up, long sleeve blue, white, earth tones, or pastel colors, checked or striped with only two colors with matching or coordinating tie.

Bottom: Any khaki dress pants with leather belt; no cargo pants or patch pockets. Shoes: Black or brown dress shoes of no more than two tones with matching leather belt; no athletic shoes or boat shoes. Socks: see rhetoric requirements.

*P.E.* –

Top: Gray Geneva P.E. t-shirt, navy or gray Knights t-shirt, or navy Geneva sweatshirt

Bottom: Navy or black mesh or knit shorts, or navy or black sweatpants.

Shoes: Athletic with closed heel and toe

Dialectic Outerwear: Jackets and sweaters must be purchased through Sir Walter or removed indoors. No hoodies

#### **5.3.4.8 9th – 12th Grade Young Women**

- Dresses and skirts should be knee length and non-revealing.
- Tops should be neat and modest (no spaghetti straps, midriff, or low cut tops).

T- shirt style tops may be worn with dressy blazers or cardigans.

- Dress slacks with no patch pockets are permitted. Leggings, harem pants, and capris are not permitted.
- Matching or coordinated low heeled or flat dress shoes; Dress sandals must either have a low heel or a heel strap
- No hoodies or sweatshirts allowed

#### **5.3.4.9 9th – 12th Grade Young Men**

- Neat button up, long sleeve dress shirts: white, blue, earth tones, or pastel colors only. Checked or striped of only two colors.
- Dress pants or slacks; no patch pocket pants. Belt should be leather and match shoes.
- Brown or black leather loafers, Oxford, Derby, wingtip, or dressy Chukka (with approval of Head of Upper School).
- Dress socks (playful/colorful permitted) or tall black, brown, or grey non-dress socks without logos.
- Sports/suit coats or coordinating ties are permitted any day but required on Curia days.

- Dressy quarter-zip and v-neck sweaters of a solid color, with dress shirt underneath are permitted indoors. Non-sports coat outer wear is to be removed indoors. No hoodies, flannels, sweatshirts, or leather/denim jackets permitted.

*\*Rhetoric students need one Geneva Polo shirt for some school field trips.*

*\*Rhetoric P.E. Students follow the dialectic P.E. uniform guidelines above.*

### **5.3.5 Hairstyles for All Girls and Boys**

In the spirit of cultivating a business-like appearance and without being legalistic, we require hair to be neatly groomed, avoiding styles and cuts that are distractions. All—hair should be natural colors, and no images, words, symbols, or logos shaved into the hair. Grammar school boys—hair must be trimmed above the collar and brushed or combed out of the face. Upper school boys—hair must be trimmed above the collar and out of the face or pulled back in a well-groomed ponytail. Topknots or “man-buns” are not permitted. Young men should be clean shaven or have well-groomed facial hair.

### **5.3.6 Enforcement**

Thank you for helping to maintain the high standard of our uniform policy/dress code. A violation would not only be the lack of proper uniform, but it is also a failure to wear the uniform properly (e.g., shirttails not tucked). When a grammar student is not in uniform, the following actions will be taken:

- A reminder will be sent home to be signed by the parent and returned.
- The second time the student comes to school with an incomplete uniform, he/she will serve a lunch detention.
- On the third occasion, a parent will be called and asked to bring in the correct uniform. The student will also serve a lunch detention. We believe if the dress code is properly enforced early in the school year, our infractions will be few.
- When an upper school student is not in dress code, upper school policies and procedures will determine faculty and staff decisions.

## **5.4 Personal Appearance and Hygiene**

This policy applies to all students, both in school and at school-sponsored activities:

- Students should exhibit good hygiene, be neat, and well groomed.
- All hair should be natural colors, and no images, words, symbols, designs, or logos may be shaved into the hair.
  - Grammar school boys' hair must be trimmed above the collar and brushed or combed out of the face.
  - Upper school boys' hair must be trimmed above the collar and out of the face or pulled back in a well-groomed ponytail. Topknots or “man-buns” are not permitted. Men should be clean shaven or have well-groomed facial hair.

- The Administration will determine whether students are complying with the appearance standards and may prohibit other items or practices considered generally distracting or inconsistent according to the policy's intent. Further, the administration may bar the attendance of students in violation of this policy.

## **5.5 Student Conduct**

This policy is intended to establish standards of etiquette to ensure students treat others with courtesy and respect and to promote respect for others property (both common and private). This policy applies to all students while in school and while attending school sponsored activities.

### **5.5.1 In the Classroom**

- Students are to respect the person of their teachers at all times and in both word and deed. Students should not interrupt but rather raise their hand and wait to be acknowledged. Students should use a respectful tone of voice and should refrain from using disrespectful gestures or body postures.
- Students are to respect each other in the classroom, in both word and deed, not interrupting one another but cooperating with one another.
- Students should respect all classroom visitors in both word and deed. If a teacher must leave the classroom to speak with someone, all students in the classroom should remain silent and work quietly.
- While in the classroom, students should show due respect for their own person and due attention to their studies by sitting in an attentive and modest position.
- Students should ask permission to use the restrooms.
- Students must not deface school property and should give attention to personal space to ensure their desks, cubbies, and lockers are neat and organized.

### **5.5.2 In the Hallways**

- Students should acknowledge all staff members by name (once known) and should acknowledge all adults with a polite greeting.
- Students should walk quietly in the halls at all times, staying to the right side of the hallway to allow room for others to pass. Running is not permitted in the hallways.

### **5.5.3 At Lunch**

- Students must sit in an orderly fashion at their tables. Conversation should not be overly loud, and the students must follow any instructions given by any of the staff or designated parents.
- All trash must be disposed of after a student has finished eating in the cafeteria or picnic areas.
- Students normally will not be allowed to eat in classrooms.



- Grammar students younger than Grade 3 may not use microwave ovens. Older students are expected to help clean eating areas after lunch.

#### **5.5.4 At Recess and on the Playground**

- Students must act in such a way as to ensure personal safety and that of others.
- Snacks must be consumed in the area by the picnic tables only. All trash must be properly discarded.
- Students must follow instructions given by any of the staff or designated playground supervisors.

#### **5.6 Public Display of Affection**

Wholesome and God-pleasing relationships among our students are encouraged. However, school is neither the time nor place for public displays of affection, including but not limited to, hand holding. Students shall refrain from any and all public displays of affection on school property, at any school-sponsored activity, and at any events hosted in homes where an entire class of students is invited to attend. Students will be counseled if problems arise, and parents will be informed if inappropriate behavior persists.

#### **5.7 Substance Possession and Use Policy**

It is the school's goal to cultivate an atmosphere in which moral and spiritual growth can thrive, integrating lifestyle with Christian principles and devotion to Christ. The school encourages students to see a Christian lifestyle based on conscious choices rather than mere acceptance of prevailing societal practices. Christian lifestyle is expected of all students and consists of practicing Christian virtues and avoiding attitudes and actions which the Bible condemns as sinful.

In consequence of the above, student use or possession of any vaping or tobacco products, alcoholic beverages, illegal drugs, or the improper use of prescription or nonprescription drugs is prohibited on school property or any school trips or during any school-sponsored activity. Any incident of use or possession will be addressed on a case-by-case basis, but students and families should expect expulsion, even in the case of mere possession. Geneva must vigilantly guard the integrity and safety of our community.

Geneva will notify appropriate law enforcement agencies if illegal controlled substances are used or in the possession of students or staff during school hours while on school property or at any school sponsored events.

#### **5.8 Weapons Policy**

The possession of any explosive device or firearm is not allowed on school property or at any school function. Any object used to threaten or otherwise create concern in the school community will be treated as if the object were a weapon. Violations of these rules will result in suspension and possible grounds for expulsion.

## **5.9 Human Dignity**

Geneva Classical Academy intends to provide a caring and supportive community of faith and learning for its teachers and students, a safe environment free of offensive and threatening behavior. Conduct (whether intentional or unintentional) subjecting another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristic, disability, or some other perceived difference is not permitted. Instead, we expect all persons to treat each other with respect because they are made in the image of God himself.

For this reason, we address and confront harassment in any form by students, teachers, administrators, support staff, or other persons present in our facilities. Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students should report to a teacher. Teachers should report to the Head of School or Headmaster. Each report will be given serious consideration and investigated thoroughly and justly. Reports of harassment and all investigations will be handled discreetly, protecting both the person making the report and the accused.

Any person who is determined to have violated another person's dignity will be subject to corrective action and discipline, including the possibility of termination (for staff members) or expulsion (for students). Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning environment. Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature is harassment. Bullying is "unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance" (stopbullying.gov). It is not based in anger but is rather the calculated rejection of the image of God in another person. The gospel of our Lord Jesus Christ calls us to love one another and to repent from these and all other types of sins.

All students and all school employees are expected to conduct themselves with respect for the dignity of others. In this area, as in all others, students, parents, and faculty and staff members must assume responsibility for their own actions and any consequences arising from their actions. Both active harassment and passive bystander support will receive consequences to be administered on a case-by-case basis.

## **VI. Fundraising**

### Examples of Geneva groups

Specific classes (i.e. 2<sup>nd</sup> Grade, 5<sup>th</sup> Grade, 12<sup>th</sup> Grade)  
Clubs (i.e. chess club, JCL)  
Sports teams (football, volleyball, archery)  
Student government

### Explanation

Geneva's internal groups may have expenses that exceed the regular user fees. While the needs are understandable, these groups should not do specific fundraising that jeopardizes the overall fundraising that supports the operation of the school. We must not compete with ourselves. Groups within Geneva should adhere to these policies.

### Specific Rules

- All fundraising must be approved by the Administration in advance.
- Do not approach companies that already support Geneva.
- No raffles that require accumulating donations from companies that could support Geneva are permitted for individual groups. (If an individual wants to approach a company or corporation for donations, we need them to do that for BuckFin or other Geneva fundraising events that support our scholarship program and other operating expenses which benefit the entire Geneva community.)
- Fundraising events may not compete with other events on Geneva's current calendar. An event that is too similar or too close to an event already happening will not be approved.
- Too many fundraisers by one Geneva group will not be approved.
- Product sales and services provided by students and their families are preferred.

## **VII. Appendices**

### **7.1 Geneva Classical Academy Minimum Graduation Requirements**

<b>Language Arts:</b>	4
English I, II, III, IV	
<b>Mathematics:</b>	4
Four of the following:	
Algebra I	
Geometry	
Algebra II/Trig (Analytic Geometry)	
Pre-calc	
Calculus/AP Calculus	
<b>Science:</b>	3
Three of the following (2 with labs):	
Biology	
Chemistry	
Physics	
Anatomy/Physiology	
<b>Theology:</b>	3
Three of the following:	
(OT/NT) Bible Survey	

Systematic Theology	
Apologetics	
Biblical Greek	
<b>History:</b>	4
World History (Medieval)	
European History (Modern) American History	
Government/Economics	
<b>Foreign Language:</b>	2
Two credits in the same language:	
Latin	
Greek	
<b>Classical Distinctives:</b>	3
Rhetoric	
Capstone	
Senior Thesis	
<b>Electives:</b>	3
(minimum of 1 credit must be in Fine/Performing Arts -Theater, Music, Visual Arts)	
<b>Physical Education:</b>	1
Physical Education	
Geneva Team Sport*	
<b>TOTAL CREDITS:</b>	<b>27</b>

\*P.E. credit may be fulfilled by either a) 1 year of P.E. classes taken in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grades, or b) 2 full seasons of any approved sport sponsored by Geneva Classical Academy, or approved by the GCA Athletic Director.

Revised 7/31/23

## 7.2 Geneva Classical Academy Statement of Faith

The statement of faith adopted by the Academy summarizes classical Christian orthodoxy.

We believe in one God - Father, Son and Holy Spirit. God created man in His own image with the responsibility to reflect His holiness through obedience to His commandments. In the fall of Adam and Eve in the Garden, all mankind enters a state of moral corruption, called original sin. Though God preserved in humanity the faculties of intellect, will, and affections, mankind became estranged from God, enslaved to sin, and morally unable to incline themselves toward the things of God without the regenerative work of the Holy Spirit.

For His own glory and because of a profound love for His creation, God initiated His eternal plan of redemption, which He accomplished in history by the person and work of His only Son Jesus Christ, applying it to His people by the ministry of the Holy Spirit. We confess Jesus, both truly God and truly man, to be the promised Messiah of the Old Testament. Through His life of perfect obedience, His substitutionary atoning

death, and His bodily resurrection, Jesus Christ provided the meritorious ground of our justification. God graciously imputes the righteousness of Christ to His people which they receive by faith alone.

Before the foundation of the world, God elected unconditionally a portion of the fallen human race to be redeemed by Christ, leaving others to themselves and to the just recompense of their sin. The Holy Spirit applies the work of Christ to this elect by sovereignly effecting their regeneration and by working in them for their sanctification. God gathers His people together into a community of believers, thus establishing a visible Church. God calls the visible Church to live in the power of the Holy Spirit under the authority of Holy Scripture, exercising discipline, administering the sacraments and proclaiming the Gospel of Christ.

We believe that the Bible in its entirety is divine revelation, and we submit to the authority of Holy Scripture. We receive it as inerrantly inspired by God and carrying the full weight of His authority. We believe that God is also revealed in nature and that He calls us to study it, as well as Holy Scripture, to learn the full scope of divine revelation.

We believe God created man with the duty to serve and obey his creator-king and are called to build culture (cultural mandate) as sub-creators; and that mankind accomplishes this calling as two distinct, yet complementary genders – male and female. God created man as both male and female and ordained marriage as a lifelong union between one man and one woman as the basis for the family, with the chief responsibility to fulfill mankind's calling and with the primary responsibility for raising children; God established the sexual union exclusively within the bonds of marriage; God also established the husband as the head of the family unit.

We support the work of Christian institutions and organizations that are catholic\* (pertaining to the church established throughout the world) and evangelical. We are committed to the implementation of the social and cultural implications of God's Law for the well-being of man and created order. We believe that our faith should be visible in our actions as we seek to be faithful disciples of Christ, enduring in love and obedience until He returns to consummate His Kingdom.

Summarily, we embrace and adopt the essential truths of catholic\* Christianity (i.e., those held by all Christians throughout the world as unified in the Lord Jesus Christ) as articulated by the Apostles' Creed, and in the ecumenical councils of Nicea-Constantinople and Chalcedon. Furthermore, we embrace the system of doctrine expressed in the creeds of the Protestant Reformation, including the *Belgic Confession*, the *Heidelberg Catechism*, the *Thirty-Nine Articles of the Church of England*, the *Westminster Confession of Faith*, and the catechisms of Westminster both *Larger* and *Shorter*.

I have read the school's Statement of Faith, and I agree to my child being taught accordingly.

Father/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mother/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* If you would like to read the documents referred to above, please visit the home page for our website, GenevaClassicalAcademy.com, and click on "Statement of Faith" to find links to the documents. \* catholic – The definition of catholic as used above in the Statement of Faith is an adjective, pertaining to the whole Christian body or Church.

### **7.3 Geneva Classical Academy Parent Commitment**

1. We have read and understand the Geneva Classical Academy distinctives of an education that is Christ-centered and classical. We are in agreement with the purpose and philosophy of Geneva Classical Academy.

2. We have read and understand the Geneva Classical Academy Statement of Faith and agree to demonstrate a respect for the truths stated therein. We recognize that these truths will be unapologetically taught, in various ways and through all grade levels, at Geneva Classical Academy. We recognize that the substance of these truths is that which will be considered primary doctrine at Geneva Classical Academy.
3. We, as parents, accept the challenge to “train up a child in the way he should go” (Proverbs 22:6), and we do state that this training will be carried on in the home. We authorize Geneva Classical Academy to extend that training to the school setting.
4. We understand that we have an obligation to be involved actively in the education of our children. We agree to uphold and support the high academic standards of Geneva Classical Academy by providing a place at home for our child to study and by giving our child encouragement in the completion of assignments, projects, and homework.
5. We will faithfully support the school through prayer and a positive attitude; and in keeping with Matthew 18:15, we are committed to giving a good report by sharing complaints only with the people involved. Unresolved issues will be addressed by using the school’s grievance policy.
6. We understand that the standards of Geneva Classical Academy do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity or the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.
7. We acknowledge that discipline is necessary for the benefit of each student as well as the entire school. We give permission to the teachers and administration to make and enforce school regulations in a manner consistent with Christian principles as set forth in the Scriptures. We further agree that we will cooperate and discipline our child in the home as needed.
8. We pledge that if, for any reason, our child does not respond favorably to the school, we will do everything in our power to cooperate with the school to help our child make the necessary adjustments. If these adjustments cannot be made, we agree to withdraw our child quietly.
9. We understand that assessments will be made to cover damage to the school, including breakage of windows, book damage, and abuse of personal or school property.
10. We will support the school through involvement in Back to School Night, the Geneva Family Workshop, parent-teacher conferences, Prospective Family Night, PTF activities, work days, and other school-sponsored meetings and activities. We will be actively involved in the annual fundraising events to help meet the financial expenses of the school which are not covered through tuition.

11. We will allow our child to take part in all school activities, including sports and school sponsored trips away from the school premises.
12. We understand and will punctually fulfill our financial commitment to pay for the educational services the school is providing for our child. We understand that report cards and standardized test results are not released if student accounts are in arrears for any reason.
13. We, as parents of the student applicant, do sincerely give our pledge to the above items. We understand that failure of the parents or child to comply with the established regulations and discipline, parental commitment, or failure to meet financial obligation will forfeit the student's privilege of attending Geneva Classical Academy.
14. Our signature below indicates our permission for Geneva Classical Academy to acquire records and recommendations from any school our child has previously attended.



## 2023-24 Board of Directors

<b>Caleb McDow</b> Chair	1202 Kells Court Lakeland, FL 33813 calebmcdow@gmail.com	352-655-6639
David Bayhan		
<b>Richard Cali</b> Headmaster	5205 Charles Lane Lakeland, FL 33811 rcali@gcalakeland.org	863-226-2898
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<b>Jessica Weeks</b>	210 Hiawatha Trail Lakeland, FL 33803 weeksfamily4@me.com	863-838-4686



## 2023-24 Academic Calendar

<b>Date</b>	<b>Event</b>
August 1	Teachers return
August 8	Orientation Day
August 10	First Day of School; students return
August 22	Back to School Night
September 4	Labor Day; no school
September 12	First Quarter Midterm
October 13	End of First Quarter; student early release
October 27	Parent-Teacher Conferences; student holiday
November 15	Second Quarter Midterm
November 20-24	Thanksgiving Break
December 15	End of Second Quarter; early release
December 18-January 1	Christmas Break
January 2	Teachers return
January 3	Students return
January 15	Martin Luther King, Jr. Day; no school
February 2	Student early release
February 5	Third Quarter Midterm
February 23	BuckFin; no school
March 8	End of Third Quarter; early release
March 11-15	Spring Break

March 29	Good Friday; no school
April 1	Easter Monday; no school
April 19	Fourth Quarter Midterm
May 10	Graduation
May 17	Last day of school
May 24	Teachers' last day

### Geneva Employee Alphabetical Listing 2023-24

Name	Department	Grade/subject
Agens, Sandy	Administration	Program Director
Alderman, Amber	Grammar, Upper	Music
Alligood, Shelly	Grammar	3 <sup>rd</sup> Grade PT
Barcelo, Sheila	Food Service	Director and Chef
Bent, Tara	Grammar	K4
Bianco, Talia	Grammar	PE
Belli, Jess	Administration	Athletics Director
Boutwell, Allyson	Administration	Registrar PT
Boutwell, Megan	Upper	Dialectic English/Humanities
Cali, Jordan	Administration	Facilities Assistant
Cali, Richard	Administration	Headmaster
Fedkiw, Jessi	Upper	Art PT

Fielder, Savanah	Grammar, Upper	K4, Theater Arts Director
Gagnon, Karen	Grammar	Music, PT
Gilligan, Erin	Grammar	3 <sup>rd</sup> Grade PT
Girau, Gabriella	Grammar	K5
Gonnella, Kayte	Grammar	4 <sup>th</sup> Grade
Hingle, Matt	Administration	Operations Director
Holten, Miciah	Grammar	2 <sup>nd</sup> Grade
Holzer, Aimee	Grammar	4 <sup>th</sup> Grade
Hough, Hannah	Grammar	2 <sup>nd</sup> Grade
Katzaras, Kara	Grammar	Kindergarten 5
Kirby, Abby	Administration, Upper	Communications, Art
Klien, Mary	Grammar, Upper	Art
Maravilla, Monica	Upper	English, Rhetoric
Marshall, Joy	Grammar	4 <sup>th</sup> Grade
Marshall, Kinard "Dean"	Food Service	Staff
McGinnis, Laura	Administration	Advancement
Mewborn, Kacey	Upper	Science
Montgomery, Tara	Administration	Aftercare Director
Moon, Lisa	Administration	Front Desk Receptionist
Rajmoolie, Sharon	Grammar	Teachers' Aide
Robinson, Scott	Upper, Administration	Bible, Development
Robertson, Shelia	Grammar	1 <sup>st</sup> Grade
Sergi, Nadine	Grammar, Upper	Latin
Schulz, Courtney	Grammar	5 <sup>th</sup> Grade

Smith, Jake	Upper	Math
Smith, Kris	Upper	Math, Science
Smith, Terri	Administration	Head of Grammar
Smith, Terry	Upper	PE PT
Strawbridge, Michael	Administration, Upper	Head of Upper, History
Strawbridge, Rick	Upper	History
Svendson, Robert	Upper	Latin
Taylor, Ali	Grammar	2 <sup>nd</sup> Grade
Tomlinson, Christiana	Grammar	K5
Valecillo, Carol	Food Service	Staff
Warneke, Laura	Administration	Office Administrator