

# Good Shepherd Christian Academy

STUDENT HANDBOOK

2015-2016

The ministry of Good Shepherd Christian Academy is based upon the Biblical conviction that education cannot be divided into the secular and the sacred. The Bible teaches that God is Truth (Deut. 32:4), that Jesus Christ is Truth (John 14:6), and that the Scriptures are Truth (John 17:17). True and lasting education, therefore, is training by instruction and example in the Truth, and that requires the Bible to be the foundation of our school program and Jesus Christ to be the central focus (Col. 1:18b).

In order to build upon this foundation, the following philosophy and practice has been incorporated into our school ministry:

- (a) All teachers and assistants must give testimony of personal faith in Christ, be a Christ-like example to the students in all areas of life, and be faithful in attendance and involved in a Christian church;
- (b) Curriculum is based on and interpreted in the light of God's revealed Word;
- (c) Students shall conduct themselves in a Christian manner; the standard by which students should relate to each other and their superiors includes honesty, respect, kindness, humility and a servant-spirit;
- (d) Discipline flows from the principle that each student is personally accountable for his or her behavior; consistent standards of discipline shall be applied;

(e) Doing one's best is the goal in all studies, and activities;

(f) Seeking God's approval is more important than gaining the approval of the world.

Our goal is to provide an educational environment that is spiritually based, emotionally encouraging, physically safe, and intellectually challenging. We believe a child has the best opportunity for success when home, church, and school are working together in harmony toward these ends. For that reason, certain expectations are required of parents who seek to enroll their child in Good Shepherd Christian Academy.

Good Shepherd Christian Academy asks all parents enrolling their child to read the following material carefully, then feel free to contact us with questions you might have. A standard procedure is followed for all families applying for enrollment. Please take each step seriously and complete all information requested of you.

Good Shepherd Christian Academy reserves the right to deny enrollment to any student who requires extraordinary attention which cannot reasonably be provided by this school, its faculty and staff. Such determinations will be made by the Administrative Coordinator after conference with the child's parent(s) or guardian(s) and review if necessary by the school board.



**Jewelry** Boys will refrain from wearing earrings; dangling or hoop earrings for girls are not permitted. No jewelry with offensive symbols permitted. Tattoos of any kind are not permitted.

**Hair** Haircuts must be in good taste without extreme or unusual styles that attract attention unless it's a designated dress up day. Boy's hair must be cut above the ear and above the collar.

Shorts/skorts and capri pants can only be worn during the 1<sup>st</sup> and last 9 week grading periods. Skirts, skorts and capri pants are for girls only.

Any questionable item will be left to the discretion of the administrator.

Students will be required to wear the same color clothing for special events such as field trips and school programs on occasion.

Clothing must not fit too tight. Pants should sit at or above the waist.

There will be out of dress code days for students to wear their favorite clothes throughout the year. These days will be announced.

If needed, these rules are subject to adjustments by the GSCA School Board as the year progresses.

You may purchase G.S.C.A. logo shirts from Land's End and Game Plan.

**Formal Uniform Attire** will be worn on Wednesdays and Field Trips. This will be navy polo shirts with khaki bottoms.

All materials brought to Good Shepherd Christian Academy must display appropriate subject matter.

Inappropriate messages, decals, or graphics that do not align with G.S.C.A.'s Christian guidelines will be brought to your attention.

Our mission is to provide a godly-environment for all children.

### ***Mission Statement***

The Good Shepherd Christian Academy partners with family and church to provide a Christ-centered, Biblically-based education emphasizing academic excellence and character development.

### ***Vision Statement***

Our goal is to provide an educational environment that is spiritually-based, emotionally encouraging, physically safe, and intellectually challenging.

We believe a child has the best opportunity for success when home, church, and school are working together in harmony towards these ends.

**INFORMATION REQUIRED FOR ENROLLMENT AT GOOD SHEPHERD CHRISTIAN  
ACADEMY**

*Please read carefully the information  
contained in this packet.*

*These forms will be required for enrollment.*

\* Application Form: To be filled out completely, with  
parent/guardian signature(s).

\* Proof of custody for divorced parents

\* Immunization records: Updated information required.

\* Birth Certificate: A copy is sufficient.

\* Signed Parental Agreement form

\* Signed Contract Agreement form

\* Student Information Form

\* Emergency Medical Information

\* Pick-up Authorization

**Shirts**

Polo style in solid colors

Sleeve length short, mid, or long (no sleeve  
less)

Decorations on shirts may only be GSCA school  
logo.

Oxford style-solid colors

Turtleneck style- solid colors

Turtleneck/long sleeve crew neck shirts may  
be worn under polo shirts and sweatshirts.

Shirts must be tucked in; boys must wear belts.

**Sweaters/**

Solid Color

**Sweatshirts**

Decorations on shirts may only be small GSCA  
school logo left chest.

Sweatshirts should be crewneck (no hoods)

Sweaters may be crew neck, V neck, sweater  
vests, or cardigans in solid colors (no hoods)

**Tights/hose**

If worn- should be solid color- white, black,  
navy, or nude

**Shoes**

Neutral tennis shoes or uniform type shoes are  
acceptable for everyday wear. Neutral boots  
may be worn in the winter. Gym shoes must  
be worn or brought to change into during ac-  
tivities requiring the use of the gym. Students  
should have a pair of shoes suitable for recess  
activity. For safety reasons, sandals without  
straps, flip flops and high heels are prohibited.

**GSCA Dress Code Guidelines**

**Kindergarten Prep-6<sup>th</sup> Grade**

*Effective August 2015*

<b>Slacks</b>	Navy, khaki, and black solid color.  Slacks should be uniform-type style, cotton dress twill  (no cargo pants, extra baggy pockets, extra zippers or decoration; no denim)
<b>Shorts/skorts/ Skirts</b>	Navy, khaki, and black solid color  Uniform-type style, cotton dress twill  Can be pleated  No shorter than 2 inches above the knee when holding arms at side (no denim, cargo style, extra baggy pockets, extra zippers or decoration).
<b>Capri Pants</b>	Navy, khaki, and black solid color  Uniform type style, cotton dress- twill (no denim, cargo style, extra baggy pockets, extra zippers or decoration).
<b>Jumpers</b>	Navy, khaki, and black solid color  Can be pleated  No shorter than 2 inches above the knee  (no denim).  Sleeve length short, mid, or long  (no sleeveless)

***GOOD SHEPHERD CHRISTIAN  
ACADEMY***

***Parental Agreement***

Good Shepherd Christian Academy agrees that the Bible places the ultimate responsibility for each child upon his own parents; and the school, therefore, recognizes the absolute right of parents/guardians to private counsel with school authorities over matters concerning their own child and even the right to withdraw a child when the parents/guardians feel that there is not substantial harmony between their own expectations and the school's policies.

Parent/Guardians must understand that the school is an entity, which must operate by its own mission and purpose statement, which reflects its convictions and standards. Furthermore, in a spirit of Christian cooperation and support, parents/guardians agree:

1. To understand that attendance at Good Shepherd Christian Academy is a privilege and not a right. If, in the opinion of the administration, the student and/or the parents are not cooperative and supportive of the school and its policies in attitude or action, the privilege may be withdrawn and the student asked to withdraw from the school.
2. To provide help and support at home to their child(ren) so that academic goals may be achieved. This may include providing encouragement and a satisfactory time and place to study and complete homework.
3. To show a genuine interest in the progress and grade reports concerning their child(ren).

4. To cooperate with school requests, i.e., special conferences and checking or assisting with student homework assignments, etc.
  
5. To attend regularly scheduled school programs involving their child (ren).
  
6. To resolve conflict Biblically (Matthew 18:15-17). The proper procedure for any question, grievance, or offense is to go directly and privately to the one responsible for the difficulty. Also, this action is never to be a confrontation, but rather a calm conference designed to gain an understanding of the facts and to restore a good relationship. If you have questions, they should be addressed to the teacher; however, unless it is an unusually urgent problem, teachers are not to be called at home. Rather, a time should be scheduled before or after school. If the concern is not resolved, the parties should contact the Administrative Coordinator. If further resolution is needed, contact the Chairman of the School Board to request review by the board.
  
7. To support the disciplinary measures that may be found necessary by the school, including parent conferences, student detentions and suspensions.
  
8. To follow school procedure when dropping children off and picking them up as stated in the handbook.
  
9. To pay all tuition payments and other fees when due. No report cards will be issued or records released with an unpaid balance and there will be no fall re-enrollment with an unpaid balance. All tuition payments are due by the 10<sup>th</sup> of each month. See item #5 of the contractual agreement.

These people **may NOT** pick up my child(ren)

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Car make/model \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Car make/model \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Car make/model \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Car make/model \_\_\_\_\_

**PICK-UP AUTHORIZATION**

We must receive a note or phone call for someone other than a parent/guardian to pick up your child. Please fill out the information below regarding who may or may not pick up your child.

These people **may** pick up my child(ren)

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

10. To contribute helpful and constructive ideas to teachers and administration.

11. To support and promote the school as opportunities arise.

To demonstrate a consistent Christian life in harmony with Biblical principles taught at school.

To support the standards of dress and hair as given in the handbook.

To recognize that all decisions made by Good Shepherd Christian Academy School Board are final.

**I acknowledge and support the Mission Statement and goals of the Good Shepherd Christian Academy.**

(Parental Signature) \_\_\_\_\_

Date \_\_\_\_\_

(Parental Signature) \_\_\_\_\_

Date \_\_\_\_\_

**\*\*Both parents are to sign this agreement unless legal specifications note otherwise.**

# **GOOD SHEPHERD CHRISTIAN ACADEMY**

## **CONTRACTUAL AGREEMENT**

The following agreement is entered into between the parent(s) or guardian(s) of \_\_\_\_\_ and Good Shepherd Christian Academy.

1. The School Board agrees to furnish instructional facilities, equipment, and instructors for the education of the child (ren) listed below.
2. The parent(s) or guardian(s) agrees to pay the sum of all tuition and fees for the school year. These are specified on each individual contract.

**\*\*The first payment is due on the first day of school and then on or before the 10<sup>th</sup> day of each month thereafter.**

3. The Good Shepherd Christian Academy School Board must approve any release from this contract.
4. All payments are due on or before the 10th day of each month, unless other arrangements are made. **Payments received after the 10th of the month are considered late and a \$20.00 charge per month will be applied, unless notification is received. Parents will be assessed all Non Sufficient Fund Fees charged by the bank.**
5. If the account becomes 30 days in arrears, the matter will be taken up with the School Board for review of possible appropriate action. Action could include dismissal of the student from the school. Parents are responsible to express any payment difficulties to the School Board before this occurs.

## **PERMISSION**

I hereby grant permission for my child to use all the play equipment used at Good Shepherd Christian Academy. I grant permission for my child to leave the facility for walks on campus and to walk to the playground at City Hall. I will be notified of any other off campus activities. I grant permission for my child to be included in pictures connected with the program. I hereby grant permission for steps to be taken for emergency care, if need arises. These steps include attempting to contact parent, guardian or alternate person in case of an emergency and having the child taken to the emergency room accompanied by a staff person. Any expenses for the emergency care will be the responsibility of the child's family.

### **SIGNED**

Father \_\_\_\_\_

Mother \_\_\_\_\_

Legal Guardian \_\_\_\_\_

A \$ \_\_\_\_\_ Registration Fee must accompany this registration form.

**Please make checks payable to Good Shepherd Christian Academy.**

If there are any changes to the information given, please contact the student's teacher.

**EMERGENCY MEDICAL INFORMATION**

Child's Physician \_\_\_\_\_

Phone \_\_\_\_\_

Child's Dentist \_\_\_\_\_

Phone \_\_\_\_\_

Medical Insurance Co. \_\_\_\_\_

Policy # \_\_\_\_\_

Two responsible adults to contact if parents cannot be reached:

Name \_\_\_\_\_

Phone \_\_\_\_\_ Rel. to child \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_ Rel. to child \_\_\_\_\_

Does your child have any medical condition that the school should be aware of, including but not limited to allergies and/or food allergies of any kind? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain/describe \_\_\_\_\_

\_\_\_\_\_

6. I understand that all fees are non-refundable.

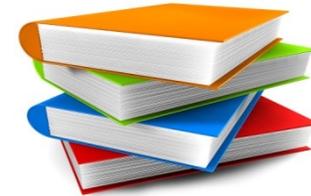
7. This being a Christian School; rules have been set forth in the handbook regarding dress code and conduct. In signing this statement, parents agree to abide by and support the rules laid out in the Good Shepherd Christian Academy Handbook.

8. I understand that all decisions made by the Good Shepherd Christian Academy School Board are final.

\_\_\_\_\_  
(Father's signature) (Date)

\_\_\_\_\_  
(Mother's signature) (Date)

\_\_\_\_\_  
(Other) (Date)



## **CURRICULUM**

### **1<sup>st</sup> – 6<sup>th</sup>**

Good Shepherd Christian Academy uses **A Beka, Bob Jones, Purposeful Design, and other coordinated curricula** which develop excellence in academics and Christian character. These materials are Christ-centered and are designed to give students a superior education that prepares them not only for further education but also for life.

Every subject is approached from a thoroughly Biblical point of view. Christian character education and a Biblical worldview perspective are integrated into class materials from the ground up -- not simply tacked on as an afterthought. Our curriculum includes teacher direction, demonstration, drill, practice, and review. Students are taught to understand concepts and functions in order to answer questions logically. The Bible curriculum is strictly nondenominational, but is Biblically sound. The curriculum provides an enjoyable learning experience using games and varied creative learning techniques that lead to academic excellence.

Lessons in all subjects meet or exceed Indiana Academic Standards and Common Core. Student worksheets are colorful and utilize new and review material. On a national level, most students using our curriculum far exceed the norm. Achievement tests are given each spring to monitor student strengths and weaknesses. We attempt to utilize all learning styles during instruction: visual, auditory, and kinesthetic. We encourage concrete and abstract thinking. Common rules and clues to operations are stressed in math, phonics, and language. Science will include experiments and projects. Map skills and geography will be a source of fun activities during the year. Our fine arts program offers students art, music,

## **FAMILY INFORMATION:**

### **Parents:**

**Father's Name** \_\_\_\_\_

**Employer** \_\_\_\_\_

**Daytime Phone** \_\_\_\_\_

**Mother's Name** \_\_\_\_\_

**Employer** \_\_\_\_\_

**Daytime Phone** \_\_\_\_\_

**Church Affiliation** \_\_\_\_\_

### **Siblings:**

**Name** \_\_\_\_\_

**Sex** \_\_\_\_\_ **Age** \_\_\_\_\_

**Name** \_\_\_\_\_

**Sex** \_\_\_\_\_ **Age** \_\_\_\_\_

**Name** \_\_\_\_\_

**Sex** \_\_\_\_\_ **Age** \_\_\_\_\_

computer, gym, and beginning Spanish. Students are taught the fundamentals in each of these areas and are encouraged to develop personal skill and creativity.

Intermediate classes learn to use higher analytical skills to diagram sentences in language, write term papers, and perform higher math skills such as pre-algebra, geometry, and multi-task problems. Indiana history is offered in the 4th grade.

Each school year is carefully prepared by our staff and school committee in order to maximize the academic and creative skills of each student. We strive to provide a healthy Biblical view of God's world to prepare each student for success in this world and for eternity.

As required by the state of Indiana, there are at least 180 instruction days during the school year.

#### **Report Cards**

We will issue report cards once each nine-week period. The purpose of this report is to communicate to parents a student's progress or lack thereof within the grading period. Progress reports will be sent to parents of students in grades 1 and beyond mid-way through the marking period. Other reports may be made at any time by telephone, email, or in person.

#### **Retention Letter**

Parent(s) should always refer to their student's report card to monitor his/her progress. Parent(s) will be notified during regularly scheduled parent conferences and special conferences, as needed. Letters are sent home notifying parents that their child is not performing at grade level or at risk of retention. Along with daily work students will be assessed through Standardized Testing, Dibels, ISTEP+, IREAD.

## **ACADEMIC INFORMATION**

### Grade Scale Revision August 2011

100 = A+  
99-93 = A  
92-90 = A-  
89-87 = B+  
86-83 = B  
82-80 = B-  
79-77 = C+  
76-73 = C  
72-70 = C-  
69-67 = D+  
66-63 = D  
62-60 = D-  
59 and below = F

### Skills & Attitudes

E = Excellent  
S = Satisfactory  
N = Needs Improvement  
I = Incomplete  
NM = No Mark Given

### Pre-K/Kindergarten

G = Good  
S = Satisfactory  
N = Needs Improvement

The reporting and investigating of suspected child abuse and neglect are not discretionary matters. They have been required by law ([IC 31-33-5-1](#)) since 1979. School employees and staff members are in a position to observe signs of abuse and neglect and are obligated by law to report the situation.

Under Indiana law **any individual** who has a reason to believe ([IC 31-33-5-1](#)) a child is a victim of abuse or neglect has the duty to make a report; therefore, each citizen of Indiana is considered a “mandated reporter.” While reporting child abuse is everyone’s responsibility, Indiana law requires a more stringent standard of reporting in some professions. These professional reporters are staff members in a medical or other public or private institution, school, facility, or agency. These reporters are legally obligated by their profession to report alleged child abuse or neglect.

## STUDENT INFORMATION

**\*Please fill in legal name:**

Last Name \_\_\_\_\_

First \_\_\_\_\_ Middle \_\_\_\_\_

Name to be used at school (Nickname?) \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female Age \_\_\_\_\_

Date of Birth \_\_\_\_\_

Any special needs (Medical, allergies, etc.) \_\_\_\_\_

Other information that would be helpful for the teacher: \_\_\_\_\_

## **Admissions Process**

Good Shepherd Christian Academy (GSCA) seeks students from all ethnic, cultural, racial and socioeconomic backgrounds who can benefit from a challenging academic program that is taught from a Christian perspective. The Admissions process is wholly focused on upholding the integrity of the Admissions criteria.

Factors in the Admissions process are:

- Review of Past Academic Records
- History of Academic Testing (kindergarten - 6th grade)
- Parent and Student Interviews

All candidates are carefully and prayerfully considered by the Administrative Coordinator and the GSCA Board. Decisions are made considering not only what GSCA can offer the student, but also what contributions the student can make to GSCA. In making application, parents should understand that the admissions decision is made with the best interest of each candidate as a primary concern.

## **Non-School Officials**

A law enforcement officer, Child Protection Services, or other public or private professional service agencies may confer with a student on school premises.

If a child makes a non-specific threat it will be reported to the parent/guardian. If a child makes a specific threat it will be reported to the parent/guardian and authorities.

## **Parent-Teacher Conferences**

A parent-teacher conference will be scheduled by teachers for each student. It is best if both parents are present for the conference, but it is not required. During this time, the teacher and parents have the opportunity to discuss the progress of the student and to become better acquainted. Also, parents are encouraged to request conferences at any time they think they are necessary. Good Shepherd Christian Academy teachers and administration welcome these opportunities and are eager to help with each student's educational progress.

## **Computer Guidelines**

G.S.C.A. is providing students with access to an electronic network. This network includes Internet access and computer equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21<sup>st</sup> Century. A Rules and Procedures handbook will accompany the student handbook. This is a document containing the rules and procedures for acceptable student use of the G.S.C.A. electronic network. Any violation of these rules and procedures will be subject to discipline, or in extreme cases, expulsion.

## **Cell Phones**

Students are prohibited from using cell phones during school hours and from taking photos or videos on campus. Students are advised of the consequences of this policy which include confiscation and the examination of their cell phones. Cell phones must be kept in book bag and turned off.

## Homework

The assignments given as homework are designed to develop initiative, response, and self-learning. There may not be sufficient study time during the school day for proper preparation of all assignments.

- 1) Be sure the student is provided with a quiet, secluded study place. Check ventilation, lighting, heat, etc. TV and radio should be off and phone calls minimized. Have paper, pencils, rulers, books, etc., available for work.
- 2) Parents may need to check from time to time to see how much and what kind of work is being done. Showing this interest can be help and an encouragement in itself. If there is a problem, why not pray about it together?
- 3) Emphasize learning and appreciation of education not only for marks or grades but to please our Lord.
- 4) Insure that your student gets adequate sleep. A heavy work schedule and school success does not mix.
- 5) As important as written assignments are, reading and studying are just as important. Young people should learn to work to achieve to please the Lord; He expects us to do our best. (Col. 3:23)

### Absences other than Illness

Good Shepherd Christian Academy will grant a total of seven days in our school year for family activities or church activities (youth retreat or family trip) on an excused basis **if: (1) request is made in advance (should be at least 1 week), (2) student's grades are satisfactory (generally a C average), (3) work assignments are done either before or after according to the teacher's request, (4) may not schedule during standardized testing days.**

This policy is intended to strengthen cooperation between home, church and school and should not be used or requested unwisely.

## GOOD SHEPHERD CHRISTIAN ACADEMY

### ADMISSIONS CRITERIA

Revised 13/14

The Admissions process goes hand in hand with our Admissions criteria. All steps are focused on upholding the integrity of our criteria and our promise to all current and future GSCA families.

1. That at least one parent, legal or de facto guardian meets all of the following:
  - Agree with and sign the Statement of Belief
  - Not be participating in practices that would be considered illegal, or considered by the school as immoral or inconsistent with a positive Christian lifestyle.
  - Have an understanding of and agreement with the purpose of Good Shepherd Christian Academy.
2. That the student has the potential for academic success in this school's program.
3. That the student has a satisfactory behavior record and is emotionally stable.
4. That the student must be in good standing with his/her previous school.

It is and shall be the policy of Good Shepherd Christian Academy in the admission of students not to discriminate on the basis of the applicant's race, color, or ethnic origin and shall be entitled to all the rights, privileges, programs and activities made available to students at this school.

- 9) Tapes, CDs, comic books and magazines from home are not allowed except with permission from the student's teacher. All electronic devices should be left at home. Also, no items of exceptional value should be brought to school. The school cannot be responsible for items that are lost or found missing for some reason.
  
- 10) Students throwing any objects in the rooms, hallways, and outside the facilities, which endanger other students, will be disciplined.  
(Example: snowballs, pencils, erasers, etc.)
  
- 11) Students should address the school staff and church staff with utmost respect (using the appropriate title: Pastor, Mr., Mrs., or Miss). Students should not speak without permission nor leave their seats without permission. They are expected to follow directions and adhere to the policies of the school.
  
- 12) Threats of harm or injury of any kind will not be tolerated and may be grounds for immediate expulsion.

### **Child Custody**

Good Shepherd Christian Academy utilizes the following procedures concerning child custody. Any questions concerning documents need to be directed to the main office.

1. In case one parent asks that the children not be allowed to leave the school with the other parent, custody papers, restraining order, or some other legal document should be in the child's permanent record at school.
2. Legal opinion states that either parent has equal rights to the child unless one of the above-mentioned legal documents has been issued.
3. In the event that a parent says he/she has such a document at home, it becomes most imperative that the document or notarized copy be brought in within a short period of time to be included in the permanent record.

### **Absences**

Regular and prompt attendance is necessary for success in school. If student is absent please call the school office, 663-2410 to report their child absent from school. We ask that you send a note to your child's teacher explaining the absence on the day he/she returns to school.

Please remember that when a child is absent from school, it is impossible to make up all that has taken place. Material read and written work often can be made up, but a student who is absent also misses out on class presentations including directions, examples, and explanations. Students also miss out on class discussion, as well as multimedia presentations. The opportunity for assistance by a teacher is lost during a day of absence.

If a child misses more than 10 days in a school year without an excused absence (Doctor's note) then such absences must be reported as unexcused with the Department of Education. For truancy purposes every 3<sup>rd</sup> tardy results in an absence.

### **Tardiness**

Students are to be in their respective places at 8:00 a.m. All students arriving after school has commenced must be escorted in and signed in on the register at the Administration office. Students are encouraged to be on time for school and all school activities. Habitual tardiness hurts the student's reputation, his progress, his classmates' progress, and the general program of the school. **A student who has received more than 3 tardies in any grading period may not receive a perfect attendance certificate.** A conference may be requested with parents if tardiness becomes a problem.

### **Leaving School during the Day**

After a student has arrived on the school grounds in the morning, he is not to leave for any purpose without parental note or personal contact and/or teacher permission. To be excused from school during the day, a note from home is to be presented to the respective class or homeroom teacher. For their protection, parents are to always sign them out at the Administration office when they depart with their child early from school.

Parents should meet students in the classroom when leaving school early.

**(See Classroom Accessibility Policy)**

### **Recess Guidelines**

Recess will be held outside each day unless temperature is below 40 degrees, extreme cold, raining or excessive winds. Please *make sure your child has come prepared for outside each day!* Make sure they have on coat/jacket, gloves when appropriate.

### **Care of the Building, Equipment & Grounds**

The buildings, equipment and school/church property are provided by the sacrificial gifts and labors of God's people who are interested in Christian education. We at Good Shepherd Christian Academy are privileged to be able to use these fine facilities through the provisions of the people of First Baptist Church. Let us show our appreciation by doing all we can to keep buildings and equipment in good condition.

### **School Rules**

- 1) Never deface or damage any of the property in this facility. Please report anything that is broken, damaged, or lost to the teacher.
- 2) To prevent damage to carpet, furniture and clothing students are **not** allowed to chew gum.
- 3) Place all waste paper and trash in trash containers or baskets --not the lawn, floor or playground. Get into the habit of picking up any trash you see.
- 4) Running or excessive noise in the halls is to be avoided.
- 5) There is to be no sliding down any stair banisters.
- 6) Protect the shrubbery and lawn. Do not pick leaves, throw stones, dig holes, or do other damaging acts.
- 7) School and church property are to be treated with care and respect. Students and parents are financially responsible for deliberate damage and neglect.
- 8) Firearms or any object that could be used as a weapon are not allowed.

## **Illness**

Students will be sent home from school for any of the following:

- Fever at or over 100 degrees.
- Vomiting
- Diarrhea
- Any other potentially contagious illness such as a rash of an unknown origin or if the student presents with signs / symptoms of pink eye.

In addition, to reduce the spread of illness between students, we will require your cooperation with the following:

- Students should be fever free without medication (such as Tylenol or Motrin) for 24 hours before returning to school.
- Students are to remain at home for 24 hours after the LAST episode of vomiting or diarrhea.
- Students are to remain at home for 24 hours after taking the FIRST dose of antibiotic for an infection.



## **Policy for Late Pick-up**

It is expected that each child will be picked up promptly by parents or other designated caregiver. Dismissal time will be made clear to all families at time of orientation. However, if caregiver is more than 10 minutes late picking up their child, the teacher will return to the classroom with the child and will attempt to contact child's emergency phone number. Caregivers must expect to come in and pick up their child and sign them out in the Administration office when they are late.

There is a grace period of 10 minutes from the end of your student's day. You will be charged \$5.00 per minute for every minute *after* the allotted late time of 10 minutes. You will receive a notice with the charge prior to the 10<sup>th</sup> of each month. It is expected that the late fee will be paid with that month's tuition payment. Obviously, there are extenuating circumstances at times and with a phone call they can be dealt with. We are working toward excellence and the best environment for all involved.

## **Drop Off**

Only drop off your child in the morning at the drop off zone when a monitor is present. A monitor is present from 7:50 am - 8:00 am. We do have early drop off from 7:30 – 7:50 am; but you must walk the student to the Resource room for early drop off. An adult must walk them in and sign the register at the Administration office, if you arrive after 8:00 am. The inside door is now kept locked during the school day. We have also installed a door bell at the top of the inside door. Class begins at 8:00 am.

## **Transportation Changes**

Bus routes are assigned at registration. If your child needs to go home a different way the policy of GES requires the parent to first contact the bus driver of the alternate route to notify them of the change. If seating is not available the driver has the right to refuse transportation to any student not permanently assigned to his/her bus. After given permission from the bus driver parents must send a note to the teacher or call the main office prior to 1:00 p.m.

## **Classroom Accessibility Policy**

1. Please make it a general rule to make an appointment with the teacher, if at all possible, before coming to school to see them.
2. All parents and visitors are to stop by the Administration office first before going to any classroom. (It is imperative that we know who is in the building at all times.) All visitors must sign in and out on the guest registry.
3. If lunches, books, etc, are to be delivered to school after the school day has begun, they should be taken to the Administration office, not taken directly to the classroom. Tuition checks should be mailed or delivered to the Administration office by parent/guardian not brought to school by students.
4. If parents are volunteering to help a teacher, be sure to have a prearranged time to arrive and predetermined length of stay.
5. If you call during school hours, expect that the Administrative Coordinator will take messages and alert the teacher to check for messages at lunch and after school.

## **Emergency Drill Procedures**

GS CA crisis plans and emergency guidelines have been established. Tornado, fire, earthquake, building evacuation, and lock down procedures are in place. Rational strategies for [school security, crisis planning, and emergency response training](#) as to reduce risk and effectively manage those school emergency situations which cannot be prevented are reviewed on a continual basis.

## **Discipline**

Teachers will establish rules/guidelines, reviewed and approved by school board, concerning general student behavior, which contribute to positive learning. Deliberate disobedience, disrespect, cheating, lack of courtesy, incomplete homework, violation of school rules, tardiness, and other misdemeanors will be handled by the classroom teacher. Recurrent, unusual, and/or major violations will be referred immediately to the Administration and may result in suspension, probation, or expulsion. The first concern of discipline is to aid the student in correcting undesirable behavior.

Some examples of major violations are: insubordination or refusal to comply with reasonable request of school personnel; willful destruction of school premises; profane or obscene language or actions; truancy; theft; fighting, hitting, threatening or bullying; possession on school grounds, use or sale of drugs, fireworks, explosives, or weapons; anything contributing to the disruption of regular activities; any behavior in action or words that is antagonistic to the basic goals and objectives of the school and has adverse effect on other children.

The Administrative Coordinator has the authority to suspend the student from school.

Major disciplinary action requires written notification and parental conference with a representative of the school board. The school board may determine that a student's behavior is of a nature that would make it inadvisable for the student to continue attending GSCA.

If a student is removed from the school for disciplinary reasons, tuition is non-refundable through the end of the month in which the student is removed.

Decisions made by the school board are final.

## Head Lice Guidelines

Any child with active head lice infestation will be sent home from school at the time of lice identification. The student's siblings will be checked for head lice. Parent/guardian will be notified that day by phone, letter, or personal contact (home visit). Treatment for the lice will be required before the student returns to school. Treatment guides and health information about lice will be sent home with the student. If the student/family is unable to purchase appropriate treatment medications a referral will be made by the school to the Decatur County Health Dept. The school will request that parents/guardians will remove the eggs (nits). If this is not completed when the student returns to school the administration will encourage the family to continue with nit removal. Students will be allowed to return to school when treatment has been completed. Confidentiality will be maintained for the student/family with the head lice. A note from the school will be sent with all children in the affected classroom suggesting that parents check their children's heads for lice because of a case in the classroom. Periodic education about lice diagnosis, treatment and prevention will be given to the school families during the school year.

## Withdrawal from School

In order for all necessary records to be completed, parents are requested to contact the main office two days prior to the date of withdrawal, stating their intention. Students are required to turn in all books the last day in attendance at school.

## Safety

GSCA implemented a security procedure that will ensure the safety of our students and faculty. We understand this procedure is standard policy in many of our schools. Each door and elevator leading to GSCA will be kept locked during school hours. Please ring doorbell at school entrance for entry.

## Emergency School Closing

### **Weather related cancellations:**

Good Shepherd Christian Academy will follow Greensburg Community Schools with regard to weather related closings. Listen to WTRE AM 1330 and/or WISH TV Channel 8 for such announcements. You may sign up at time of registration for the Greensburg Schools weather notification system. Good Shepherd Christian Academy will close when Greensburg Schools close due to inclement weather.

## Field Trips

All students are required to have a signed permission slip from their parents before being permitted to attend field trips. A charge will be made for each student to cover cost of gasoline for all bus trips and other expenses incurred. Parents will be advised in advance of the cost. **Siblings are not allowed to attend field trips.** This is a special time for a parent to spend with the student on a field trip, as well as being able to help the teacher. Teachers will arrange for chaperones in advance in accordance with student: chaperone ratios established by school policy. Teachers have final determination of who will accompany field trips. All chaperones ride on provided transportation. Chaperones are not allowed to travel in private cars. Please no smoking is allowed.



**Field Trip**

### **Lunch Room Policy**

Each day a hot lunch is available. If you choose you may pack a lunch. No carbonated drinks will be permitted. Menus are sent home monthly. Sharing food with other students is not permitted for safety purposes. Menu is subject to change without notification. No Refrigeration or microwave available for student use. Lunchtime will be utilized to build and encourage lessons in courtesy and community. See beginning school packet for lunch guidelines.

### **Birthday's and Flowers**

Do not send balloon or flower bouquets to school. These are a safety hazard on the school bus.

To avoid hurt feelings, please do not send any party invitations to school.

You may prearrange with the student's teacher a birthday treat to share with the class.

### **Fire Drill Procedure**

Each month we are required by law to have a fire drill in order to prepare students and faculty in case of a real emergency. Instructions to each class are given by the teacher; each class leaves the building by a specific route. These routes have been planned carefully to avoid congestion and to empty the building in the shortest possible time. The general rules to follow are:

- 1) Classes will leave the building in a quiet, orderly manner.
- 2) No talking during the fire drill.
- 3) All books and school supplies should remain in the room.
- 4) The teacher should be the last person to leave the room.
- 5) The door to the classroom is to be closed, lights turned off.
- 6) Class groups are to remain together in designated areas.

### **Administering Medications**

If a prescribed medication is to be administered to a student while attending school, these requirements must be strictly followed:

1. Written instructions by the physician must be on file and the parent must send a permission slip requesting the medication be given, the amount to be given and the time medication is to be given.
2. All medication prescribed must be kept in the original container with the pharmacy label, name and address of patient, name and strength of the drug, the amount to be dispensed, directions for proper use and the name of the prescribing doctor. *An exact measuring device must accompany container.* Pharmacies will generally provide a duplicate container upon request.
3. There will be no standing order for medications such as aspirin, Tylenol, cough syrup, antacid, etc. Over the counter medication must be sent to the school in its original container, labeled with the student's name, and be accompanied by a note from the parent as to time and the amount of medicine to be given.
4. A written order by a physician is needed for over the counter medications which are not typically advisable for children, (e.g., Adult strength aspirin, certain cold medicines, etc.)
5. All medications (except those prescribed over a long-term period) are to be picked up by the student at the end of the school day/week and taken home.

**If these guidelines are not met, medication will not be given at school.**

**Thank you for your respect and help on implementing a school wide medicine policy.**