

Good Shepherd Christian Academy

Student and Parent Handbook

2023 - 2024 School Year

School Board Approved July- 2022

Good Shepherd Christian Academy

209 W. Washington Street

Greensburg, IN 47240

812-663-2410

Educating for Eternity

Good Shepherd Christian Academy Handbook Contents

7/29/2022-JJ

Introduction	Pg. 3
Mission Statement	Pg. 3
Vision Statement	Pg. 4
Essentials of Faith	Pg. 4
Admissions Criteria/ Admissions Process	Pg. 5-6
Requirements for Enrollment	
a). Forms, Parental/Contractual	Pg. 6-9
Curriculum	
a). Early Learning	Pg. 9
b). Curriculum Kindergarten-5th Grade	Pg. 9-10
c). eLearning-Important Facts	Pg. 10-11
d). Report Cards/Retention Letter	Pg. 11-12
e). Academic Information-Grade Scale	Pg. 12
f). Parent Teacher Conferences	Pg. 12
Policies	
a). Computer Guidelines	Pg. 13
b). Acceptable Use Policy	Pg. 13
c). Cell Phones, Homework	Pg. 14
d). Attendance/Illness	Pg. 14-15
e). Leaving School Early, Recess Guidelines, Care of Building, Equipment & Grounds, Policy for Late Pick-Up, Drop Off, Safety	Pg. 15-16
f). School Contact Information, Classroom Accessibility Policy	Pg. 17
g). Emergency School Closing, Field Trips, Background Checks, Lunch Policy	Pg.17-18
h). Emergency Drill Procedure, Administering Medications	Pg. 18-19
i). Illness Guidelines, Head Lice, Discipline School Rules	Pg.20-21
Dress Code	Pg.22
a). Uniform Violations	Pg.23
Medication Permission Form	Pg. 25
Covid Response Plan	Appendix A

Introduction

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 include 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; and,
- (f) Seeking God's approval is more important than gaining the approval of the world.

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 Administrator after a conference with the child's parent (s) or guardian (s) and reviewed if necessary by the school board.

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.

Essentials of Faith

We believe in only one true and living God and that the Father, the Son and the Holy Spirit are equal in wisdom, power and glory.

We believe the scriptures of the Old and New Testaments to be of divine authority and the only infallible rule of faith and practice.

We believe in the total depravity of human nature and that a recovery from the situation is wholly and entirely of the sovereign, free and unmerited grace of God in Christ Jesus.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27) Reflection of ones' biological sex is a rejection of the image of God within that person.

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect and value all human life. (Psalms 139)

We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen. 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7: 2-5; Heb. 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Act 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect and dignity. (Mark 12: 28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward and individual are to be repudiated and are not in accord with Scripture nor the doctrines of Good Shepherd Christian Academy.

We believe that God from all eternity purposed to save a people from their sins for His holy name's sake; and that in infinite wisdom He has devised the plan and appointed every means

necessary to accomplish the great end of their redemption which He effects in His own time by the operation of the Holy Spirit.

We believe that sinners are justified before God alone by the imputed righteousness of Jesus Christ.

We believe all that are born of the Spirit of God are kept by the Spirit of God through faith unto eternal salvation.

We believe that good works are the effects of the faith of God's elect and follow being born of the Spirit of God, and in this point of view are evidences of a gracious state.

We believe in the resurrection of the body of the just and the unjust and that God will judge the world in righteousness by that One He has ordained.

We believe that the righteous will forever abide in the peaceful presence of God their Redeemer, and that His pardoning grace and forgiving love shall be the theme of their song while the wicked shall remain in everlasting torment.

This essentials of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

Admissions Criteria Revised 2021/2022

The Admission 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 Good Shepherd Christian Academy families.

1. At least one parent, legal or de facto guardian meets all of the following:
 - Agree with the signed Essentials of Belief;
 - Not participating in practices that would be considered illegal, or considered by the school an immoral or inconsistent with a positive Christian lifestyle; and
 - Have an understanding of any 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.
5. Returning students: Acceptance of the registration fee does not guarantee admission for the upcoming school year. The student's academic achievements, behavior, attendance, and willingness to accept the school's mission and philosophy are all factors in continued enrollment. In addition, all tuition and fees from the previous year must be up-to-date.

It is and shall be the policy of Good Shepherd Christian Academy in the admission of students to not 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.

Admissions Process

Good Shepherd Christian Academy 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 including attendance record
- History of Academic Testing (Kindergarten—4th grade)
- Parent and Student Interviews

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

Returning students should note that acceptance of the registration fee does not guarantee admission for the upcoming school year. The student's academic achievements, behavior, attendance, and willingness to accept the school's mission and philosophy are all factors in continued enrollment. In addition, all tuition and fees from the previous year must be up-to-date.

It is and shall be the policy of Good Shepherd Christian Academy in the admission of students to not 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.

Information Required for Enrollment at Good Shepherd Christian Academy

Forms required for enrollment:

- Registration Form (must be fully completed and signed)
- Signed Parental Agreement
- Permission to Treat/Health Appraisal Form
- Signed Parental Contractual Form
- Proof of custody for divorced parents
- Immunization Records
- Copy of Birth Certificate
- K-5 Bus Policy
- Home Language Survey

Parental Agreement

Good Shepherd Christian Academy agrees that the Bible places the ultimate responsibility for each child upon his/her 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.

Parents/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 to:

1. 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 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. Read and discuss with your child(ren), consent to and abide by the policies stated in the Student Handbook;
3. Provide help and support at home to their child(ren) so that academic goals may be achieved, which may include providing encouragement and a satisfactory time and place to study and complete homework;
4. Show a genuine interest in the progress and grade reports concerning their child(ren);
5. Cooperate with school requests, i.e., special conferences and checking or assisting with student homework assignments, etc; Attend regularly scheduled school programs involving their child(ren);
6. Attend regularly scheduled school programs involving their child(ren);
7. I will support GSCA and its mission through volunteering;
8. Resolve conflict Biblically (Matthew 18:15-17). Proper procedure for any question, grievance, or offense is to go directly and privately to the one responsible for the difficulty. 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. 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 Administrator. If further resolution is needed, contact a member of the School Board to request a board review;
9. Support the disciplinary measures that may be found necessary by the school, including parent conferences, student detentions and suspensions;
10. Follow school procedure when dropping children off and picking them up as stated in the handbook;

11. Pay all tuition payments and other fees when due. No report cards will be issued with an unpaid balance there will be no fall re-enrollment with an unpaid balance; tuition payments are due by the 10th of each month. In addition to this "Parental Agreement," a separate "Contractual Agreement" will be executed prior to admission which governs the financial obligations associated with attending Good Shepherd Christian Academy;
12. Contribute helpful and constructive ideas to teachers and administration;
13. Support and promote the school as opportunities arise;
14. Demonstrate a consistent Christian life in harmony with Biblical principles taught at school;
15. Support the standards of dress and hair as given in the handbook;
16. Recognize that all decisions made by Good Shepherd Christian Academy School Board are final;
17. Support the Essentials of Faith adopted by the Good Shepherd Christian Academy administration, which is attached hereto;
18. Greensburg First Baptist Church may contact me.
19. Parents should address concerns/complaints through official school channels rather than posting them on social networking sites.

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

(Signatures are required on the form in packet.)

Contractual Agreement

The following agreement is entered into between the parent(s) or guardians (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 thereafter on or before the 10th day of each month.
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 delinquent, the matter will be taken to 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 Administrator who will notify the School Board before this occurs.

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.

9. If a student is withdrawn during the semester parent/guardian are liable for fees & tuition for that semester. This includes Choice School Students.

(Signatures are required on the form in packet.)

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

(Signatures are required on the form in packet.)

Early Learning

Good Shepherd Christian Academy offers two early learning classes. The Early Preschool class is 5 half-days (extended day may be available depending on enrollment) per week and is designed for students age 3 by August 1. The Kindergarten Prep class is 5 full-days per week and is designed for students age 4 by August 1. Students in Kindergarten Prep are required to wear uniforms. Curriculum in the early learning program is based on the Indiana Early Learning Foundations.

Expectations for our Early Learners: We work together so that every child can develop to his or her fullest potential socially, emotionally, physically, spiritually, cognitively, and academically. Through growth in all of these domains, the child will become a healthy, capable, competent, and powerful learner.

Curriculum - Elementary

Good Shepherd Christian Academy uses Biblically based 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 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 non-denominational, 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. 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 art, music, keyboarding, Physical Education, and Science, Technology, Engineering, Math (S.T.E.M.)

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.

E-Learning

GSCA has applied and been approved to participate in E-Learning days by the Indiana Department of Education (DOE).

What is eLearning?

eLearning is learning utilizing technology to access educational curriculum outside of the traditional classroom. Good Shepherd Christian Academy's School Board, administration, and teachers believe that continuity of instruction is critical to our students' success. Therefore, GSCA will provide the opportunity for students to interact with their teachers on eLearning Days through the use of personal devices, Seesaw (Preschool - 1st grade), Google Classroom (Elementary), email, and Remind to ensure uninterrupted instruction.

*** Extended eLearning procedures will be provided for any period of extended eLearning.*

Important Facts:

1. Every cancellation is an eLearning Day. eLearning Days will be held on the same day school is canceled.
2. Classroom work will be posted by 10:00 a.m. on the day of cancellation. Students in EP - 1st grade will find their work (assignments and expected work to be completed) posted on Seesaw. Students in 2nd - 6th grade will find their work (assignments and expected work to be completed) posted on Google Classroom.
3. Teachers will have set online office hours of 10:00 a.m. - 2:00 p.m. with additional hours posted on Seesaw or the class Google Classroom page. Teachers will be available during this time to answer questions.
4. Ms. Johnson's online office hours will be 9:00 a.m. - 4:00 p.m. She may be contacted via the Remind App. If you are unable to contact your child's teacher during classroom hours, please contact Ms. Johnson. She will then reach out to the teacher for you.
5. The time to complete eLearning assignments will vary depending on the student's grade. Your child's eLearning Day should take no longer than 4 - 5 hours to complete.
6. Assignments are due two days after the eLearning day unless otherwise determined by the teacher.
7. Completed eLearning assignments will be used to determine attendance on an eLearning Day.
8. eLearning assignments will not cover new material.
9. 4th - 6th grade students should be able to complete the work on their own without assistance from a parent. K - 3rd grade may need some assistance.
10. If you do not have home access to the Internet, please keep in mind that the public library and several area restaurants offer free wifi.

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. Parents may check student's grades at any time by accessing their grades through our online system.

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, IREADY, ILEARN, IREAD.

Academic Information

Grade Scale Revision August 2011

1st - 5th Grade

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-

Kindergarten

4. Exemplary
3. Proficient
2. Developing
1. Emerging

Skills & Attitudes

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

Parent-Teacher Conferences

A parent-teacher conference will be scheduled by teachers for students. It is best if both parents are present for the conference, but it is not required. However, it is a requirement one parent /guardian is in attendance. 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

Good Shepherd Christian Academy provides 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 21st 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 Good Shepherd Christian Academy electronic network. Any violation of these rules and procedures will be subject to discipline, or in extreme cases, expulsion.

Acceptable Use Policy

At Good Shepherd Christian Academy, our students have access to many valuable instructional technology tools as well as Internet access in our technology labs and classrooms. Our goal is to teach students to utilize these electronic resources to enhance our school's instructional goals.

Good Shepherd Christian Academy and First Baptist Church have taken precautions to ensure that students are using the Internet and other electronic resources for appropriate educational means. Student use of the Internet resources will be supervised by an adult at all times. However, we cannot guarantee that students will refrain from locating inappropriate sources. Please review the guidelines listed and sign below.

1. Students will use respect and show proper care and handling of all equipment. Any student found to be intentionally damaging any software or hardware will be cited for school property abuse.
2. Students are expected to respect and not attempt to by-pass security in place on computers. Changing or attempting to change a computer's settings is a violation of acceptable use of our equipment.
3. Students will observe software copyright laws. No students will bring software from home to copy on school workstations, nor will students copy school software for personal use.
4. When using the Internet, students' actions will be closely supervised. They will be held responsible for information viewed, received, and sent.
5. Students are expected to respect the work and ownership rights of others.

Students are to agree to follow this policy and must understand that any violation of the procedures may result in the loss of technology privileges for the remainder of the year. Additional consequences may be determined and carried out by the administration.

Parent/Guardians understand the access is for educational purposes and that the First Baptist Church of Greensburg has taken precautions to eliminate controversial material from being

viewed by users. However, I recognize that it is impossible to restrict access to all controversial materials. I will not hold F.B.C., G.S.C.A., or any staff member responsible for materials acquired over the Internet. I hereby give permission to my child to be given the privilege of Internet access. *Signature required on registration form*

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

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

1. Ensure the student is provided with a quiet, secluded place to study. 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 of help and 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. Ensure that your student gets adequate sleep. Lack of sleep and school success do 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)

Attendance/Illness

Good Shepherd Christian Academy believes that regular school attendance is critical to a student's ability to derive the full benefits provided in the school. Maximum learning occurs through teacher instruction, class participation, and interaction among students. Therefore, any school absence, excused or unexcused, places the student at a disadvantage. Regular school attendance further prepares students to assume their roles as productive members of the work force and society.

Arrival Times:

- **Monday - Thursday 7:30 - 7:45**
- **Friday 8:00 - 8:15**

If your child is absent, it is necessary to notify the School Office by 8:30 a.m. on the day of the absence. If you are not able to call school the day of the absence, you must send a note with your child when he/she returns to school stating the reason for the absence. If the reason for the absence is not provided, the absence will be recorded as unexcused.

1. When your child visits the doctor, dentist, optometrist, etc., the doctor must confirm the visit. Forms are in the doctors' offices and are also available at the school office. If the doctor does not confirm the visit, the absence will be recorded as unexcused. The student should miss only the time necessary for the appointment and travel time to and from the appointment.

2. Frequent absences (missing more than nine days in any school year) may result in requiring a doctor's statement to count as an excused absence. Continued problems with absences, late arrivals, and early departures will be referred to the Administrator for further investigation. School day begins at 7:45 a.m. A student is considered tardy when he or she arrives after 7:45 M-Th/8:15 on Friday. A student who is tardy more than 9 times in one semester will be counted as absent 1 day and referred to the Administrator for further investigation.

3. Your child is responsible for requesting makeup work. You may pick up assignments during the period of a student's extended absence (two or more days) by giving the teacher 24 hours' notice. This gives the teacher time to prepare the materials and send them to the office.

4. If you wish your child to be excused from school for "highly extenuating circumstances" or for participation in non-school sponsored competitions, the school Administrator must be notified and the absence approved on a case by case basis. If a child misses more than 10 days in a school year without an excused absence; such absences must be reported as unexcused with the Department of Education.

Leaving School During The Day

After a student has arrived on the school grounds in the morning, he/she 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.

Recess Guidelines

Recess will be held outside each day unless the real feel temperature is below 40 degrees, it is raining, or there are 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 building and equipment in good condition.

Policy for Late Pick-Up - Dismissal is at 2:30 p.m./Early Preschool half-day dismisses at 11:30 a.m.

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 10th of each month. It is expected that the late fee will be paid with that month's tuition payment. Obviously, there are extenuating circumstances and with a phone call they can be dealt with. We are working toward excellence and the best environment for all involved.

Drop Off - Students may only be dropped off when a staff member is present.

Students will enter the building via the ramp/main school entrance. Please pull into the pull-off to drop off students. Students may be dropped off when a monitor is present between 7:30 a.m. - 7:45 a.m. (Monday - Thursday), 8:00 a.m. - 8:15 a.m. (Friday). If you arrive after the monitor has returned to the building your student will be considered tardy.

Safety

Good Shepherd Christian Academy is a secure facility. Each door and elevator leading to Good Shepherd Christian Academy will be kept locked during school hours. Please ring the doorbell at the school entrance for entry.

School Contact Information

Building Hours when School in Session: 7:30 a.m. - 3:00 p.m.

Summer Break: The administration will be available from 9:00 a.m. - 3:00 p.m. for two weeks after the last day of school and two weeks before the first day of school. Otherwise, the office will be open by appointment only.

Administration Availability when school is in session: 7:30 a.m. - 3:00 p.m. However; you may leave a message at any time and/or schedule an appointment.

You can receive information for Good Shepherd Christian Academy right on your phone via Remind. If you have a smartphone, get push notifications. If you don't have a smartphone, get text notifications.

Classroom Accessibility Policy

1. Appointments must be made to meet with a teacher.
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.)
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 or payments can be made online.
4. If parents are volunteering to help a teacher, be sure to notify the Administration office and sign in. A current background check must be on file.
5. If you call during school hours, the Administration office will take messages and alert the teacher to check for messages at lunch and after school.

Emergency School Closing

When the roads become hazardous because of snow or ice, school may be cancelled or delayed. Good Shepherd Christian Academy follows the lead of the Greensburg Community Schools in this matter. If Greensburg Community Schools are cancelled, Good Shepherd is cancelled. Such an announcement will be made via Remind, the school Facebook page, and posted on WISH T.V./Channel 8.

Parents of students living in other school districts may deem that travel to school is unsafe. Parents must call the school office by 8:30 to notify the school that their child will not be physically present. The student will log into Seesaw (EP - 1st grade) or Google Classroom (Elementary) to complete their lessons for the day. Completed eLearning assignments will be used to determine attendance. Refer to **eLearning** for further information.

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 the cost of gasoline for all bus trips and other expenses incurred. Parents will be advised in advance of the cost. All costs must be paid prior to deadline. 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. No smoking is allowed. Students are to wear khaki bottoms and navy polos on field trips unless otherwise noted on the permission slip.

Background Checks

Volunteers will be required to have a background check administered by GSCA.

Lunch Policy

Students must bring a packed lunch. Milk is offered each day for .30. No carbonated drinks will be permitted. Sharing food with other students is not permitted for safety purposes. No refrigeration or microwave available for student use. Lunchtime will be utilized to build and encourage lessons in courtesy and community.

Emergency Drill Procedure

It is the mission of Good Shepherd Christian Academy to create a safe, secure learning environment. GSCA has put a Safety Plan in place with Greensburg School Corporation and our Decatur County First Responders in order to accomplish this task. GSCA participates in Earthquake Drills, Shelter-in-Place Drills, Lock-Down Drills, Tornado Drills, as well as Fire Drills. School safety training is viewed as an ongoing process. Providing staff/students with adequate training is critical to the successful resolution of emergency situations. 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 is 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

No medication shall be administered to a student without the written and dated consent of the student's parent or guardian. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year.

All non-prescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine, and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label.

No student shall be allowed to keep medicine at school. Any medicine to be administered to a student shall be brought to the school office immediately on arrival where it will be kept in a secure place.

Unused medicine may be sent home with the student only with the written permission of the student's parent.

Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order. All administration of medicine shall be documented in writing.

Any prescription medication for a student must be delivered to the school office by a parent or guardian. Students are not to transport prescription medicine by bus.

Non-prescription medicine may be transported to school by a student; however, the medication should be kept in the student's pocket, bookbag, purse or lunchbox until delivered to the school's office.

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 medication (except those prescribed over a long-term period) are to be picked up by the parent at the end of the school day/week and taken home.

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

(A complete medication form is included in this Handbook and is available on the GSCA website.)

Illness Guidelines

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, an unknown origin, or if the student presents with 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 antibiotics for an infection.

*** Please see the COVID Response Plan for COVID related information.*

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 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 Department. 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 may be given to the school families during the school year.

Discipline

Good Shepherd Christian Academy uses a positive approach to intervening in and supporting behavior. Discipline management will include defining and clearly teaching expectations, acknowledging appropriate behavior, and correcting inappropriate behavior as described in the schoolwide discipline management system.

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 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 property; profane or obscene language or actions; truancy; theft; fighting, hitting, threatening or bullying; 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 an adverse effect on other children.

The Administrator has the authority to suspend the student from school. Decisions made by the school board are final.

Major disciplinary action may be requested at a parental conference with a representative of the school board present. 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 Good Shepherd Christian Academy.

If a student is removed from the school for disciplinary reasons, tuition is non-refundable. Parent/Guardian are liable for fees and tuition for that semester. This includes School Choice Students.

School Rules

1. Never deface or damage any of the property in this facility. Please report to the teacher anything that is broken, damaged or lost.
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. Protect the shrubbery and lawn. Do not pick leaves, throw stones, dig holes, or do other damaging acts.
6. School and church property are to be treated with care and respect. Students and parents are financially responsible for deliberate damage and neglect.
7. Firearms or any object that could be used as a weapon are not allowed.
8. CD's, 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.
9. Students throwing any object in the rooms, hallways, and outside the facilities, which endanger other students, will be disciplined. (Examples: snowballs, pencils, erasers, etc.)
10. 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.
11. Threats of harm or injury of any kind will not be tolerated and may be grounds for immediate expulsion.

Dress Code - Kindergarten Prep - 6th Grade Effective July-2022

ALL

Formal Uniform Attire: Navy polo shirts with khaki bottoms. Required on Chapel days and field trips (unless otherwise noted on permission slip).

Pants: Navy, khaki, and black solid color. Uniform-type style, cotton dress twill. (No cargo pants, extra baggy pockets, extra zippers or decoration; no denim).

Shirts: Polo style, oxford style, turtleneck style - solid colors only. No sleeveless shirts. Decorations on shirts may only be GSCA school logo. Turtleneck/long sleeve crew neck shirts (solid color only) may be worn under polo shirts and sweatshirts. Shirts must be tucked in.

Sweaters: Sweaters may be crew neck, v-neck, sweater vests, or cardigans (no hoods). Solid colors.

Sweatshirts: Crew neck only (no hoods). Decorations may only be small GSCA school logo on left chest. Solid colors.

Shorts: Navy, khaki, and black solid color

Shoes: Tennis shoes or uniform type shoes suitable for recess are acceptable for everyday wear. Casual boots (no snow boots or heels) may also be worn. Gym shoes must be worn or brought to change into during activities requiring the use of the gym. For safety reasons, sandals without back straps, flip flops and high heels are prohibited.

Jewelry: Boys will refrain from wearing earring(s). Boys will not have visual body piercings. Girls are allowed to have ear piercings that are not visually distracting. 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.

GIRLS (*Skirts, skorts, capris, jumpers and dresses are for girls only.*)

Shorts/skorts: Navy, khaki, and black solid color

Skirts: 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 decorations).

Capri Pants: Navy, khaki, and black solid color -Uniform type style, cotton dress-twill (no denim, cargo style, extra baggy pockets, extra zippers or decoration).

Jumpers/Dresses: Navy, khaki, and black solid color; may be pleated. No shorter than 2 inches above the knee (no denim). -Sleeve length short, mid, or long (no sleeveless).

Tights/Hose/Leggings: Solid colors only - may only be worn under skirts, jumpers, or dresses.

Any questionable item will be left to the discretion of the Administrator. Clothing must not fit too tight. Pants should sit at or above the waist. One day per week is designated as Spirit Wear day - students may wear a GSCA shirt (including GSCA hoodies) with uniform pants. Choice of Dress (out of uniform) days are on a designated day each month for \$1. Monies collected go to the PTO. *These rules are subject to adjustments by the GSCA School Board as the year progresses.*

Uniform Violations

1. Teacher completes the violation referral form and contacts the parent/guardian. Administrator will be notified by student and referral form being sent to the office. An alternative uniform will be supplied if needed/available.
2. Teacher completes the referral form and sends the student and referral to the office. Administrator will contact the parent/guardian by telephone and in writing. An alternative uniform will be supplied if available. Student's recess will be taken the day of the violation.
3. Teacher completes the referral form and will send the student and referral to the office. Administrator will contact the parent/guardian by telephone and in writing. An alternative

uniform will be supplied if available. Student's recess will be taken the day of the violation. The matter will be taken to the school board for review.

Good Shepherd Christian Academy

Medication Permission Form

2022 - 2023

No medication shall be administered to a student without the written and dated consent of the student's parent or guardian. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year. All non-prescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. All prescription medicine, including injectable medicine, and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label.

No student shall be allowed to keep medicine at school. Any medicine to be administered to a student shall be brought to the school office immediately on arrival where it will be kept in a secure place.

Unused medicine may be sent home with the student only with the written permission of the student's parent.

Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order. All administration of medicine shall be documented in writing.

Any prescription medication for a student must be delivered to the school office by a parent or guardian. Students are not to transport prescription medicine by bus.

Non-prescription medicine may be transported to school by a student; however, the medication should be kept in the student's pocket, bookbag, purse or lunchbox until delivered to the school's office.

Please fill in the form below and return to school:

NOTICE: PARENTS MUST PROVIDE ALL MEDICATION.

Name of child _____ Grade _____

Permission to administer prescription medication. YES _____ NO _____

The parent or legal guardian is responsible for assuring the medication arrives safely to school in the original pharmacy labeled container.

Permission to administer non-prescription medication. YES _____ NO _____

If you answer yes to this question, please state the type and dosage of non-prescription medication you want given to your child/children and the reason for the medication.

Type of Medication	Dosage	Reason for medication
_____	_____	_____
_____	_____	_____
_____	_____	_____

You must provide all medicine for your child. Please send medicine to school – we will mark it with your child's name and administer it according to the instructions above.

First-aid Cream may be applied to minor cuts. YES _____ NO _____

Parent's Signature _____ Date _____

Additional Comments: