

Good Shepherd Christian Academy

Student and Parent Handbook

2026-2027 School Year



Accredited by the Indiana State Board of Education

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Educating for Eternity

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Introduction

The ministry of Good Shepherd Christian Academy, hereafter known as GSCA, 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, GSCA incorporates the following into our school ministry:

1. 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.
2. Curriculum is based on and interpreted in the light of God's revealed word.
3. Students shall conduct themselves in a Christian manner; the standards by which students should relate to each other and their superiors include honesty, respect, kindness, humility, and a servant spirit.
4. Discipline flows from the principle that each student is personally accountable for his or her behavior. Consistent standards of discipline shall be applied.
5. Every student is encouraged to do their best in all studies and activities.
6. Students will be taught that seeking God's approval is more important than gaining the approval of the world.

GSCA 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) Rejection of one's 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 an individual are to be repudiated and are not in accord with Scripture nor the doctrines of GSCA.

We believe that God from all eternity purposed to save a people from their sins for His holy name's sake; and that in His 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 and 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 evidence 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.

These essentials of faith do 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

1. At least one parent, legal or de facto guardian acknowledges the Essentials of Faith as the foundation for GSCA teaching..
2. The student has the potential for academic success in this school's program.
3. The student has a satisfactory behavior record and is emotionally stable.
4. The student was in good standing with his/her previous school.

Admissions Process

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.

Factors in the Admissions process are:

1. Review of past academic records including attendance record
2. History of academic testing (Kindergarten—6th grade)
3. Parent and student Interviews

All student candidates are carefully and prayerfully considered by the Administrator. In applying, parents should understand that the admissions decision is made with the best interest of each student candidate as a primary concern.

Information Required for Enrollment at GSCA

Forms required for enrollment:

1. Registration Form
2. Signed Enrollment Agreement
3. Permission to Treat/Health Appraisal Form/Medication Form
4. K-6 Bus Policy
5. Proof of custody for divorced parents (New Students or New Agreements Only)
6. Immunization Records (New Students Only)
7. Copy of Birth Certificate (New Students Only)
8. Home Language Survey (New Students Only)

Enrollment Agreement 2026-2027

Good Shepherd Christian Academy, hereafter known as GSCA, 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. Parents/Guardians understand that the school is an entity that operates by its own mission statement which reflects its convictions and standards. Furthermore, in a spirit of Christian cooperation and support, parents/guardians agree to:

1. Read and discuss with their child(ren) the policies stated in the Student Handbook and agree to abide by them.
2. Cooperate with school requests, i.e., special conferences and checking or assisting with student homework assignments, etc.
3. Support GSCA and its mission through volunteering.
4. Support the disciplinary measures that may be found necessary by the school, including parent conferences and student suspensions. Resolving conflict Biblically (Matthew 18:15-17) begins with a calm conference designed to gain an understanding of the facts and to restore a good relationship. Questions should be addressed to the teacher. Conference times 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.
5. Recognize that attendance at GSCA is a privilege. 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 student may be asked to withdraw from the school. The GSCA School Board must approve any release from this contract. If a student is withdrawn during the semester, parents/guardians are liable for fees and tuition for that semester. This includes School Choice Students.
6. Pay all tuition and fees which are due the 10th of each month. Parents are responsible to express any payment difficulties to the Administrator who will notify the School Board before any action is taken.
 - a. Registration Fee - A one time fee of \$75 is due by August 10th, or a monthly fee of \$10 per month can be made.
 - b. Tuition Fees - due each month.
 - c. Milk Fee - A one time fee of \$90 is due by August 10th, or a monthly fee of \$10 per month can be made.
 - d. Snack Fee - A one time fee of \$90 is due by August 10th, or a monthly fee of \$10 per month can be made.
 - e. Pizza - Pizza accounts cannot exceed a debt of \$10 per student. If the child has a balance of \$10, it must be paid before pizza may be ordered again. Any account balance from the previous year must be paid before a student may order pizza in the new school year.
7. Agree that all decisions made by the GSCA School Board are final.
8. Address concerns/complaints through official school channels rather than posting on social media.

Early Learning

GSCA offers two early learning classes. The Early Preschool is designed for students age 3 by August 1. Class options are:

3 Day - M,W,F - $\frac{1}{2}$ Day - \$250/month

5 Day - $\frac{1}{2}$ Day - \$395/month

2 Day - T, TH - $\frac{1}{2}$ Day - \$250/month

5 Day - All Day - \$420/month

The Kindergarten Prep class is 5 days per week and is designed for students age 4 by August

1. Class options are:

5 Day - $\frac{1}{2}$ Day - \$395/month

5 Day - All Day - \$420/month

Students must be toilet trained. All students are required to wear uniforms. The curriculum in the early learning program is based on the Indiana Early Learning Foundations. Teachers work together so that every child can develop to his or her fullest potential socially, emotionally, physically, spiritually, cognitively and academically.

Curriculum - Elementary

GSCA uses Biblically based and other coordinated curricula that 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. Achievement tests are given each spring to monitor student strengths and weaknesses. Teachers attempt to address all learning styles during instruction: visual, auditory and kinesthetic. They 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, and 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 in order to maximize the academic and creative skills of each student. GSCA strives to provide a healthy Biblical view of God's world to prepare each student for success in this world and for eternity.

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. No gum chewing .
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 objects 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. No items of exceptional value should be brought to school. The school is not responsible for items that are missing.
9. Students will be disciplined for throwing any object in the rooms, hallways, or outside the facilities which endanger other students. (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.

Discipline

GSCA 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.

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 requests 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.

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 GSCA. If a student is removed from the school for

disciplinary reasons, tuition is non-refundable. Parents/Guardian are liable for fees and tuition for that semester. This includes School Choice Students.

BULLYING

The school is committed to providing a safe, positive, productive and nurturing educational environment for all of its students. Bullying behavior toward a student, whether by other students, staff or third parties is strictly prohibited and shall not be tolerated. At all times, the safety of the victim of bullying shall be a priority. This prohibition includes physical, verbal and psychological abuse as described. GSCA shall not tolerate any gestures, comments, threats or actions which cause or threaten to cause bodily harm or personal degradation. Engaging in cyber bullying is prohibited.

Bullying as defined by state law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including digitally or electronically by a student or group of students against another student with the intent to harass, ridicule, humiliate or harm the other student and create for the targeted student an objectively hostile school environment that:

1. Places the targeted student in reasonable fear of harm to the targeted student/s person or property;
2. Has a substantially detrimental effect on the targeted student's physical or mental health;
3. Has the effect of substantially interfering with the targeted student's academic performance; or
4. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Every student is encouraged, and every staff member is required to report any situation that they believe to be bullying behavior directed toward a student. The staff member will report first to the Administration. Together the report will be made immediately to the Department of Child Services by calling the Indian Child Abuse and Neglect Hotline at 1-800-800-5556. All documentation will be held by the Administration with a follow-up contact to DCS to insure the report was received and an investigation begun.

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 within the grading period. Parents may check a 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 of concerns 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 is at risk of retention. Along with daily work students will be assessed through Standardized Testing, IREADY, ILEARN, and IREAD.

Grading Scale

Kindergarten	1st - 6th Grade	
E = Excellent	100 = A+	79-77 = C+
S = Satisfactory		
N = Needs Improvement	99-93 = A	76-73 = C
	92-90 = A-	72-70 = C-
Skills, Behavior, & Specials	89-87 = B+	69-67 = D+
E = Excellent	86-83 = B	66-63 = D
S = Satisfactory		
N = Needs Improvement	82-80 = B-	62-60 = D-

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 that 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. GSCA teachers and administration welcome these opportunities and are eager to help with each student's educational progress.

Homework Recommendations

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.

Dress Code

ALL uniforms should be clean and free of holes or tears.

Boys

Boys should not wear girl's uniform clothing

Formal Uniform Attire: Navy polo shirts with khaki bottoms required on Chapel days.

Pants: Navy and khaki solid color. Uniform-type style, cotton dress twill. No cargo pants, extra baggy pockets, extra zippers or decorations; no denim, and no sweatpants. If belt loops are present, a belt must be worn.

Shirts: Polo style, oxford style, turtleneck style, solid colors only. No sleeveless shirts. Decorations on shirts may only be the GSCA school logo. Turtleneck/long-sleeved crew neck shirts, solid color only, may be worn under polo shirts and sweatshirts. Shirts must be tucked in. Colors: navy, blue, yellow and white only.

Sweaters: Sweaters may be crew neck, v-neck, sweater vests, or cardigans, no hoods. Solid colors: Navy, blue, yellow and white only.

Sweatshirts: Crew necks or ¼ zips may be worn over uniform shirts, no hoods. Decorations may only be a small GSCA school logo on the left chest. Solid colors.

Shorts: Navy and khaki solid color. No shorter than two inches above the knee.

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 during activities requiring the use of the gym. For safety reasons, no sandals or crocs are allowed.

Girls

Skirts, skorts, capris, jumpers and dresses are for girls only.

www.shaheens.com is the vendor if girls want plaid skorts or jumpers. The color is #57.

Shorts/skorts: Navy or khaki solid color, or plaid #57.

Skirts: Uniform-type style, cotton dress twill; can be pleated; no shorter than 2 inches above the knee when holding arms at side.

Cropped Pants: Navy and khaki solid color uniform type style, cotton dress-twill, no denim, cargo style, extra baggy pockets, extra zippers or decoration, and no sweat pants.

Jumpers/Dresses: Navy and khaki solid color or plaid #57; 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: Navy, white, and yellow only. Girls must wear leggings or shorts under jumpers, dresses, and skirts that are not skorts.

Pants: Navy and khaki solid color. Uniform-type style, cotton dress twill. No cargo pants, extra baggy pockets, extra zippers or decorations; no denim and no sweatpants. If belt loops are present, a belt must be worn.

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

Sweaters: Sweaters may be crew neck, v-neck, sweater vests, or cardigans, no hoods. Solid colors: Navy, blue, yellow, and white only.

Sweatshirts: Crew necks or $\frac{1}{4}$ zips may be worn over uniform shirts, no hoods. Decorations may only be a small GSCA school logo on the left chest. Solid colors.

Shorts: Navy and khaki solid color. No shorter than two inches above the knee.

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 during activities requiring the use of the gym. For safety reasons, no sandals or crocs are allowed.

Both Boys and Girls:

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, such as mohawks or outlandish and/or unnatural hair coloring.

Socks: White, navy, or black only. Socks must be worn with shoes.

Any questionable item will be left to the discretion of the Administrator. Clothing must not fit too tightly. 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 the first Friday of each month. *These rules are subject to adjustments by the GSCA School Board as the year progresses.*

Uniform Violations

The teacher will complete the referral form and send the student and referral to the office. The administrator will contact the parent/guardian by telephone and in writing. An alternative uniform will be supplied if available. Habitual violations may result in the student's recess being taken away or a review by the school board.

eLearning Procedures and Teacher Expectations

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

What is eLearning?

eLearning is learning utilizing technology to access educational curricula outside of the traditional classroom. GSCA'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. Teachers will use Google Classroom, email, and Remind to ensure uninterrupted instruction. Teachers may also provide packets for completion.

1. Every cancellation will be an eLearning Day. eLearning Days will be held on the same day school is canceled.
2. Classroom work will be posted by 9:00 a.m. on the day of cancellation. Students in EP - 1st grade will find their work (assignments and expected work to be completed) posted through parent's Remind. 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 Remind or the class Google Classroom page. Teachers will be available during this time to answer questions.
4. The Administrator'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 the Administrator. She will then reach out to the teacher.
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 the day classes resume 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. K - 3rd grade may need some assistance. 4th - 6th-grade students should be able to complete the work on their own without assistance from a parent.

Computer Guidelines

GSCA 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 today's technologically connected world.. Refer to the Acceptable Use Policy. Any violation of these rules and procedures will be subject to discipline, or in extreme cases, expulsion.

Acceptable Use Policy

At GSCA, students have access to many valuable instructional technology tools as well as Internet access in our classrooms. The goal is to teach students to utilize these electronic resources to enhance school's instructional goals.

GSCA 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 initial on registration form.

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 to respect and not attempt to bypass 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 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.

Parents/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, parents/guardians must recognize that it is impossible to restrict access to all controversial materials. They will not hold FBC, GSCA, or any staff member responsible for materials acquired over the Internet. (Initial on Admission 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 a book bag and turned off. There is an exception to the use of cell phones. Students can use their cell phone for emergencies to manage their health care.

Attendance

GSCA 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 workforce 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. The school day begins at 7:45 a.m. If your child arrives 1 hour or more after the start of school they will be counted as a half day absent.
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.

Illness Guidelines

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

1. Fever at or over 100 degrees
2. Vomiting
3. Diarrhea
4. Any other potentially contagious illness such as a rash of 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:

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

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 the student's protection, parents are required to sign them out at the Administration office.

Recess Guidelines

Recess will be held outside each day unless the real temperature is below 25 degrees, it is raining, or there are excessive winds. Please make sure your child has come prepared to go outside each day. Make sure they have on a coat or jacket and 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. GSCA is privileged to be able to use these fine facilities through the provision of the people of First Baptist Church. Students should show their appreciation by doing all they can to keep the building and equipment in good condition.

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 caregivers. Dismissal time will be made clear to all families at the time of orientation. However, if the 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 the child's emergency phone number. Caregivers who are late must expect to come in and pick up their child and sign them out in the Administration office. Obviously, there are extenuating circumstances which can be handled with a phone call to the school.

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). Students arriving after the monitor has returned to the building should be escorted to the door and signed in.

Safety

GSCA is a secure facility. Each door and elevator leading to GSCA 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.

Information for GSCA may be received on your phone via Remind, the communication portal for GSCA.

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.
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 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 canceled or delayed.. GSCA follows the lead of the Greensburg Community Schools in this matter. If Greensburg Community Schools are canceled, Good Shepherd is canceled. 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 present. All work must be made up when the student returns.

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 the 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 according to student-chaperone ratios established by school policy. Teachers have the final determination of who will accompany field trips. Transportation will be arranged and provided by GSCA. No smoking is allowed.

Background Checks

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

Holiday and Birthday Celebrations

Contact the classroom teacher for permission to bring treats. Be aware of allergies. All treats should be store bought. We have a closed lunch policy for the safety of our students.

Lunch Policy

Students must bring a packed lunch. **Drinks allowed are milk or water which is provided by the school.** Sharing food with other students is not permitted for safety purposes. No refrigeration or microwave is 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 GSCA 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 are turned off.
6. Class groups are to remain together in designated areas.

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. Parents/guardians 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 its 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 from the school 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.

Administering Medications

1. Medication shall be administered to a student only with 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 no longer than the current school or program year.
2. 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.
3. 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.
4. Unused medicine may be sent home with the student only with the written permission of the student's parent.
5. 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.
6. 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.
7. 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.
8. If a prescribed medication is to be administered to a student while attending school, these requirements must be strictly followed:
 - a. 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.
 - b. 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 the container. Pharmacies will generally provide a duplicate container upon request.
 - c. 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.
 - d. 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.)
 - e. 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.