

Good Shepherd Christian Academy

PARENT/STUDENT HANDBOOK

2019-2020

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 review 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.

Information Required for Enrollment at Good Shepherd Christian Academy

Forms required for enrollment.

- *Application Form: To be filled out completely, with parent/guardian signature (s);
- *Proof of custody for divorced parents;
- *Immunization records; Updated information required;
- *Copy of Birth Certificate;
- *Signed Parental Agreement;
- *Student Information;
- *Emergency Medical Information;
- *Pick-up Authorization;
- *K-6 Bus Policy;
- *Uniform Violation;
- *Signed Parental Contractual Form;
- *Home Language Survey; and
- *Acceptable Use Policy (technology) form

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 1. 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 Statement 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 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.)

Curriculum - 1st—6th Grade

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 nondenominational, but is Biblically sound. The curriculum provides an enjoyable learning experience using games and varied creative learning techniques that lead to academic excellence.

Lessons in all subjects meet or exceed Indiana Academic Standards. 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). E-Learning days can be used for inclement weather, as well as scheduled days off, such as parent/teacher conference days or teacher professional development days.

GSCA will primarily use E-Learning days as snow make-up days. During E-Learning days, all GSCA teachers of grades K-6 will upload the day's lessons into Google Classroom. Students will have a school email and password to access their teacher's Google Classroom. Other materials needed to complete the assignments will be sent home with students prior to the E-Learning day. In addition to completing the assignments, parents are required to fill out and return the E-Learning Day Log, which will also be sent home with students prior to the actual E-Learning day. A due date for assignments will be determined by each teacher, and the log will be due no later than 3 days after the E-Learning day. Failure to return the assignments will result in a zero in

the grade book, while failure to return the E-Learning Day Log will result in an unexcused absence for the E-Learning day. More information will be sent home prior to the first E-Learning day of each school year.

Report Cards

We will issue report cards once each nine-week period. The purpose of this report is to communicate to parents a student's progress or lack thereof within the grading period. Parents may check student's grades at anytime by accessing their grades through our online system Praxi.

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

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

Skills & Attitudes

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

Kindergarten

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

Parent-Teacher Conferences

A parent-teacher conference will be scheduled by teachers for student. 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 is providing students with access to an electronic network. This network includes Internet access and computer equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 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.

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. Insure the student is provided with a quiet, secluded study place. Check ventilation, lighting, heat, etc. TV and radio should be off and phone calls minimized. Have

paper, pencils, rulers, books, etc., available for work.

2. Parents may need to check from time to time to see how much and what kind of work is being done. Showing this interest can be of help and an encouragement in itself. If there is a problem, why not pray about it together?
3. Emphasize learning and appreciation of education not only for marks or grades, but to please our Lord.
4. Insure that your student gets adequate sleep. 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.

If your child is absent, it is necessary to notify the School Administrator by calling the school 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 a.m. A student who is tardy more than 9 times in one semester will be 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 temperature is below 40 degrees, extreme cold, raining or excessive winds. *Please make sure your child has come prepared for outside each day!* Make sure they have on coat/jacket, gloves when appropriate.

Care of the Building, Equipment & Grounds

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

Policy for Late Pick-Up

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

There is a grace period of 10 minutes from the end of your student's day. **You will be charged \$5.00 per minute for every minute after the allotted late time of 10 minutes.** You will receive a notice with the charge prior to the 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

Only drop off your child in the morning at the drop off zone, between 7:30 a.m. –7:45 a.m., when a monitor is present. If you arrive after 7:45 a.m., an adult must walk them in and sign the register at the Administration office. Doors are locked promptly at 7:50 a.m.

Safety

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

School Contact Information



Building Hours During School in Session: 7:30 a.m.—3:00 p.m.

Building Hours During Summer Break will be closed with exception of: 2 weeks succeeding the school year and 2 week prior to school year: 9:00 a.m.—3:00 p.m.

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. If you have a smartphone, get push notifications. If you don't have a smartphone, get text notifications.

G.S.C.A. utilizes Praxi as our School Management Software. You will find Praxi details in your Student Packet.

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 through G.S.C.A. Online Management Software: Praxi.
4. If parents are volunteering to help a teacher, be sure to notify the Administration office and sign in.
5. If you call during school hours, expect that the Administration office will take messages and alert the teacher to check for messages at lunch and after school.

Emergency Drill Procedures

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

Emergency School Closing

When the roads become hazardous because of snow or ice, school may be cancelled or delayed. Such an announcement will be made on the REMIND App., Praxi email blast, radio station WTRE 1330 after 6:00 a.m. and WISH T.V. Channel 8. Good Shepherd

Christian Academy follows the lead of the Greensburg public schools in this matter. If Greensburg Community Schools are cancelled, Good Shepherd is cancelled. Because GSCA draws its students from a larger geographic area than Greensburg, there may be time when GSCA will close and Greensburg schools will not. Safety of student and staff alike are of the utmost importance. Please note: There have been occasional times when GSCA have closed when Greensburg schools have not. Please be sure to check the REMIND App. Refer to E-Learning page 9 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 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. Please no smoking is allowed.

Background Checks

Volunteer will be required to have background check administered by GSCA.

Lunch Room Policy

Each day a school lunch is available. You may insert money into your child(ren) lunch account via Praxi Online Management System. Or you may choose to pack a lunch. No carbonated drinks will be permitted. Menus are posted via GSCA website: gscacademy.org 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. See beginning school packet for lunch guidelines.

Emergency Drill Procedure

It is the mission of Good Shepherd Christian Academy to create the safest, most 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

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.

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

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 antibiotic for an infection.

Head Lice Guidelines

Any child with active head lice infestation will be sent home from school at the time of lice identification. The student's siblings will be checked for head lice. Parent/guardian will be notified that day by phone, letter, or personal contact (home visit). Treatment for the lice will be required before the student returns to school. Treatment guides and health information about lice will be sent home with the student. If the student/family is unable to purchase appropriate treatment medications, a referral will be made by the school to the Decatur County Health 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

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

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

The Administrator has the authority to suspend the student from school.

Major disciplinary action may be requested and 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.

Decisions made by the school board are final.

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.

Admissions Criteria

Revised 2016-2017

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 Statement 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 it emotionally stable.

4. That the student must be in good standing with his/her previous school.

It is and shall be the policy of Good Shepherd Christian Academy in the admission of students 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
- History of Academic Testing (Kindergarten—6th 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 making application, parents should understand that the admissions decision is made with the best interest of each student candidate as a primary concern.

Dress Code - Kindergarten Prep—6th Grade

Effective August 2014

Slacks: Navy, khaki, and black solid color. Slacks should be uniform-type style, cotton dress twill. (No cargo pants, extra baggy pockets, extra zippers or decoration; no

denim).

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; can be pleated. **No shorter than 2 inches above the knee** (no denim). -Sleeve length short, mid, or long (no sleeveless).

Skirts, skorts and capris are for girls only.

Shirts: Polo style in solid colors. -Sleeve length short, mid, or long (no sleeveless). Decorations on shirts may only be Good Shepherd Christian Academy school logo. Oxford style –solid colors. Turtleneck style—solid color. Turtleneck/long sleeve crew neck shirts may be worn under polo shirts and sweatshirts. Shirts must be tucked in; boys must wear belts.

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

Sweatshirts: Decorations on shirts may only be small Good Shepherd Christian Academy school logo left chest. Sweatshirts should be crew-neck (no hoods).

Tight/hose: If worn-should be **solid color-white or black, navy or nude**. Can only be worn w/ skorts or shorts under dresses.

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

flops and high heels are prohibited.

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

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

Shorts and capris pants can only be worn during the 1st and last nine weeks. During the 2nd and 3rd nine weeks, student's legs need to be covered by pants, tights, or leggings.

Any questionable item will be left to the discretion of the Administrator. Students will be required to wear the same color clothing for special events such as field trips and school programs on occasion.

Clothing must not fit too tight. Pants should sit at or above the waist. There will be non-dress code days for students to wear their favorite clothes throughout the year. These days will be announced.

These rules are subject to adjustments by the Good Shepherd Christian Academy School Board as the year progresses.

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

School Board Approved February 2018

Revision completed 7-19-19