



# **Good Shepherd Christian Academy**

*"Christ-Centered Excellence in Education"*

*"Train up a child in the way he should go,  
and when he is old he will not depart from it." Proverbs 22:6*

## **Parent/Student Handbook**

2009-2010

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## **MISSION STATEMENT**

Good Shepherd Christian Academy is committed to providing a quality Christian education in a caring spiritual environment with the desire to assist Christian families and local churches in evangelizing and discipling their children in biblical truth and the Christian faith.

## **VISION**

In a world of spiritual chaos and uncertainty fueled by a growing acceptance of moral relativism, it is the vision of Good Shepherd Christian Academy to offer a godly alternative to other educational options available.

Good Shepherd Christian Academy seeks to set aside denominational distinctives and in the spirit of love, unity, and liberty function as a regional school operating as a spiritual and educational resource to the greater Christian community of our surrounding area.

## **DOCTRINAL STATEMENT**

### **Introduction**

Welcome to the Good Shepherd Christian Academy. This Parent/Student Handbook is intended to help you by presenting school policies and procedures. We urge all those enrolling children in GSCA to read this handbook carefully. Parents of students new to the school will find this handbook a useful tool in becoming acquainted with the school. Our hope is that this Parent Handbook will serve as a helpful resource and as a means of fostering better home/school relations. May God bless you and your family through GSCA.

### **History**

The Washington Assembly of God Church, as an outreach to the community, established Good Shepherd Christian Academy in 1979. Our goal from the very beginning was to provide care and education for children of all ages. We had Grades K–8 until 1992 when we added the High School. In 1995, we purchased and moved into the former Warren County Community College building on Route 57. In 1996, we renovated the building; and Little Lambs Child Care Center was started at the church campus. We are staffed with caring individuals that will carry on the tradition, established over the last 30 years at Good Shepherd Christian Academy, of teaching, training, and loving your children. In September of 1997, the K-4 Program moved to the Child Care Center. In 2003, the decision was made to suspend our high school program and to concentrate on our K-8 program. In the future, as the Lord leads, we would hope to be a catalyst in the establishment of a regional high school.

In the spring of 2004, the Washington Assembly of God Church Committee voted to close the Little Lambs Child Care Center. This difficult decision was made in order to enable the growing church to expand into the building LLCCC occupied. In July, 2007 we were able once again to offer quality Christian childcare and preschool at our GSCA campus.

The ministry of GSCA is to worship the Lord, to edify, or build up, the body of Christ; namely His church, and to evangelize the lost.

Furthermore, we believe . . .

- the Bible is the inspired, only infallible and authoritative written Word of God (2 Timothy 3:14-17)
- there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit (Deuteronomy 6:4; Matthew 28:19)
- in the deity of our Lord Jesus Christ, in His virgin birth, and His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years. (Deuteronomy 20:1-6; Matthew 1:2-3; Hebrews 7:26; Acts 2:22; I Corinthians 15:3; Matthew 28:6; Acts 1:9)
- the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ (Matthew 26:28; Hebrews 9:14)
- regeneration by the Holy Spirit is absolutely essential for personal salvation (Titus 3:5)
- the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer. (Isaiah 53:4; James 5:13-14)
- in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life (Hebrews 12:14; I Peter 1: 15-16)
- in the resurrection of both the saved and the lost, the former to everlasting life and the latter to everlasting damnation. (Revelation 20:1-6; 11-16)

## **PHILOSOPHY**

GSCA will educate children in accordance with the principles of the Christian faith. Through integration of these principles in the process of learning, we believe that children develop Christian values and attitudes by which to live.

Essential to this process of growth and development is the Word of God. Christian principles are an integral part of the curriculum and teaching. The leading and guidance of the Holy Spirit in all aspects of teaching is also a crucial part of the educational process. Christian education seeks to provide a healthy atmosphere in which to teach solid academics and Christian discipleship.

Aligned with this philosophy of education is the realization that man is more than mind and body, but also spirit. Christian education is directed toward the whole person, spirit, mind, and body thus helping children reach their potential as Christian individuals. GSCA focuses on the child's spiritual growth and his physical needs as well as academic knowledge. This approach to education assists each child in developing a life-style by which his faith will translate into a visible witness.

In light of these principles GSCA offers a program which will provide its students with a wide variety of learning experiences in a Christian setting. The Word of God will be presented to children at their level of understanding and with opportunities and encouragement to practice the ideals being taught.

Christian education begins with Christian families. Ultimate responsibility rests upon parents to "Train a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6 GSCA in no way seeks to supplant the God-ordained family structure, but to support it in the total education of the child.

## ORGANIZATION OF THE SCHOOL

**School Committee:** Comprised of people interested in Christian education, appointed and approved by the Deacon Board of the Washington Assembly of God Church. Members of this committee also include the school administrator, a parent representative and teacher representative both elected to serve a term of two (2) school years.

**Pastor of Washington Assembly of God:** Pastor of Washington Assembly of God, sponsoring church of GSCA; Member, GSCA School Committee.

**Administrator:** The head of staff responsible for the daily program. The Administrator is responsible for the execution of all school-wide policies, providing assistance to teachers, and assuring daily order. He/she implements policy at GSCA as developed by the School Committee and is responsible for selecting staff for the program in consultation with the committee.

**Administrative Assistant:** Assists and attends to the needs of the teachers, students and parents. Provides assistance with office work to the Administrator.

**Bookkeeper:** Handles all financial related activities including, but not limited to, tuition billing and record keeping, accounts payable, financial statement preparation, etc.

**Teachers:** Responsible for the day-to-day activities, instruction, and supervision of their individual classes.

**Kindergarten (5 year olds):** A child must be five years old before **October 1st** of the year for which admission is requested. K-5 is an all day kindergarten class. Students will learn to write numbers and letters, perform arithmetic functions, and learn to read.

**Grades 1–8:** Students must show evidence of the successful completion of the prior grade before being accepted for admission. Readiness test results and other scholastic information may be requested prior to acceptance for enrollment. All new students will be evaluated prior to attending.

## OPERATIONAL CONSIDERATIONS

**Policies and Procedures:** Parents must accept and agree to abide by all policies, procedures, and purposes of GSCA. The administration solely reserves the right to admit, refuse, discipline, suspend, or expel any student based upon all information pertaining to the child, the collective welfare of the Christian school's constituency, and the cooperation of the parents.

**Learning Problems:** GSCA faculty will do their best to accommodate mild learning disabilities. Students who have speech problems will be referred to the Child Study Team from the Washington Township Schools to be evaluated. Students requiring speech services will be accommodated by a speech and language specialist provided by Washington Township at GSCA. Speech classes are scheduled once per week at the school. The Child Study Team provided by Washington Township through Sussex County Educational Services Commission must evaluate students who are discovered to have learning problems while attending GSCA. A meeting may be conducted after the complete

evaluation has been done to see if GSCA can meet the needs of the student. Students with severe disabilities may be referred to other schools better able to assist them.

**Health:** All students must meet all state health and immunization requirements prior to attendance. The child's physician must fill in the NJ Health and Appraisal Form or submit other proof of immunization unless a religious exemption to immunizations is on file. Students with severe allergies potentially requiring the use of an epi-pen must have allergy action plans on file with the school signed by their physician.

**Special Needs:** Although GSCA strives to meet the needs of every student, for the benefit of the child, students with needs that cannot be served by the school's program will be referred to other schools that are designed to meet such needs.

### **Dispensing of Medication:**

- Prescription medications may be sent to school with the student along with a note from the parent and specific dosage instructions on the original packaging. Medications will be held in the office and the student will be given a hall pass to come to the office for any doses necessary during school hours.
- The office personnel may dispense non-prescription medications, such as aspirin and acetaminophen, only **with prior written permission from the parent.** Parents may provide over the counter medications for their children to be kept in the nurse's office along with specific written instructions.

## **ENROLLMENT PROCEDURE**

1. Call our school office to make an appointment for a tour of our facility and an interview, and visit our website for information: [www.gscacademy.com](http://www.gscacademy.com).
2. Make application for enrollment by filling out the registration form and returning it to the GSCA office along with the non-refundable registration fee of \$75.00. There is a \$100 deposit required to hold a place for each child that will be refunded with the first month's tuition payment.
3. An additional interview with the student and his parents may be requested. Students entering all grades higher than Kindergarten will be given a placement test.
4. For transfer students, parents will be required to submit a signed "Request for Records" form, which can be obtained through the school office.
5. **IMPORTANT!** A copy of the birth certificate, medical/immunization records, and records from schools previously attended **must be in GSCA's possession before the student may start school.**
6. Parents will be notified of the decision regarding enrollment.
7. Enrollment is open to children on a first come, first serve basis.

## TUITION AND FINANCIAL POLICY

**Registration Fee:** \$75.00 per child fee is non-refundable and must accompany the application for admission. July and August tuition must be paid before starting school in the fall. For students joining GSCA after the school year has begun, the first month's tuition must be paid before admission.

**Tuition:** Please see the tuition rate sheet that is part of the enrollment package. It can also be found on our website.

**Tuition Assistance:** The GSCA School Committee will consider providing tuition assistance to families on the basis of need and available funding. A copy of the financial guidelines for qualification can be obtained in the office. Please note: applications for tuition assistance must be made in writing **no later than June 1st** for the coming fall term and must be accompanied by a copy of the most recent year's 1040 tax return.

**Tuition Discount for members of the clergy:** GSCA offers a 50% reduction in tuition to fully time ordained ministers serving a local congregation or in full-time Christian service as a missionary. Documentation must be provided.

**Other small fees:** milk, hot lunches, field trips, school pictures, yearbooks, gym uniforms, student insurance and standardized testing fees, etc. are not included in tuition.

**Payments:** Tuition may be paid in full on or before July 1<sup>st</sup> or may be paid on a 12-month billing period (July through June). Bills will be sent several days before the 1<sup>st</sup> of each month when tuition is due. A late fee will be imposed for any payments received more than 15 days past the due date. **Should any tuition payment reach 60 days past due the student may be suspended from school until the account is brought current. A letter advising parents will be sent when the account reaches 45 days past due.**

**\*\*\*There will be a \$25.00 fee for all returned checks\*\*\***

**Withdrawals or Dismissals:** In the event of withdrawal or dismissal, the student will be charged a percentage of annual tuition according to the following formula:

Withdrawal prior to.....	09/01.....	05%
Withdrawal between.....	09/01 - 10/01.....	15%
Withdrawal between.....	10/01 - 11/15.....	30%
Withdrawal between.....	11/16 - 12/31.....	50%
Withdrawal between.....	01/01 - 02/28.....	70%
Withdrawal between.....	03/01 - 04/15.....	85%
Withdrawal after.....	04/15.....	100%

**\*\*\*By signing the last page of this handbook, each family agrees to pay the prescribed tuition published on our website and in our school documentation. IF ANY OUTSTANDING BALANCES EXIST UPON TRANSFER FROM GOOD SHEPHERD, ACADEMIC RECORDS, INCLUDING REPORT CARDS WILL BE HELD UNTIL ALL ACCOUNTS ARE SATISFIED.\*\*\***

## ACADEMIC STANDARDS

Academic grades are reported on a nine-week basis.

<u>Letter</u>	<u>Grade Description</u>	<u>Grade (4<sup>th</sup>-8<sup>th</sup>)</u>	<u>Grade (1<sup>st</sup>-3<sup>rd</sup>)</u>
A	Superior	93 - 100	90 - 100
B	Above Average	83 - 92	80 - 89
C	Average	73 - 82	70 - 79
D	Below Average	65 - 72	60 - 69
F	Failure	64 or Below	59 or Below

Should a student fail to pass English and/or Mathematics, he will be retained in the same grade level. Should a student fail to pass the majority of the required courses in the core curriculum, the student may be asked to resign from the school.

**Honor Roll (4<sup>th</sup> – 8<sup>th</sup> Grades ONLY):** To achieve honor roll status, a student must attain a grade of eighty-three (83) or above in all academic subjects with no failing grades in any subject.

**High Honor Roll (4<sup>th</sup> – 8<sup>th</sup> Grades ONLY):** To achieve high honor roll status, a student must attain a grade of ninety-three (93) or above in all academic subjects with no failing grades in any subject.

Any “poor attitude” comments on the report card will eliminate a student from the Honor Roll. Any student who has an incomplete will not attain the Honor Roll until all requirements are met.

**Art, Gym, Technology, and Foreign Language classes are excluded from Honor Roll and High Honor Roll calculations.**

**Foreign Languages** are offered in grades 6-8 using a web-based application of Rosetta Stone. Students may take virtually any language at any level but it is recommended that they either pursue a language offered by their high school or a family language. This is an elective that students will pursue using the computer lab during study hall. Progress is determined largely by the student and the program can also be accessed from home. The only expense to families will be the purchase of a headset/microphone for use with the program. Parents are required to sign a permission statement for their child’s use of the program. Each student will sign a statement of commitment to the program. Licenses are limited and students must make a sustained, serious effort to meet the requirements. Any student demonstrating a lack of dedication to that effort will be asked to give up their license use so that another student may benefit.

**Effort Roll (4<sup>th</sup> – 8<sup>th</sup> Grades ONLY):** Any student who earns an “E” for effort and attitude in every academic subject, which denotes they have consistently done their best, will make the “Effort Roll”.

## BEHAVIORAL STANDARDS

*But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law. Galatians 5:22-23*

All schools have policies against any type of violence, fighting, bullying, etc. As servants of the Lord we must do better than that. God's Word calls us to be kind to one another and that is the expectation for our students.

As a Christian school we strive to honor God in all things, not just academically, but spiritually, emotionally, and physically as well. Our Code of Conduct can be summed up in 5 primary rules:

- 1) Use classroom time wisely:** Academic and spiritual development takes place largely during classroom instruction. Stay alert and take notes. Bathroom breaks, etc. should be taken between classes whenever possible. When a student is excused from class it is for the stated reason only and should not include loitering in hallways or using cell phones which are to be kept turned off in lockers. Using class time wisely includes being on time. Students are expected to be in their classrooms by 8:15am and, for middle school, before the bell rings for each class period. Arriving late disrupts the class and robs other students of valuable learning time.
- 2) Be a positive contributor to class:** Appropriate student participation in class is an integral part of learning and assessment of knowledge. Calling out and distracting the class is not only disrespectful to the teacher, but interrupts the learning process.
- 3) Behave in a way that pleases the Lord:** It is important for students to evaluate their choices when it comes to school and classroom behavior. Develop the habit of asking yourself the question, "Will God be pleased by what I am doing/about to do?" If the answer is no, don't do it.
- 4) Be prepared for each class:** At Good Shepherd Christian Academy homework is assigned to help reinforce learning and assist teachers in assessing student understanding as well as the effectiveness of their teaching and curricular materials. Homework should be prepared prior to the class for which it is due and not completed during any other class. Missing or late assignments will cost students points and ultimately lower grades. Repeat missing assignments or incomplete work may result in exclusion from after school activities, field trips and/or detentions. Being prepared for class includes having all materials necessary before arriving on time to class (pencil, pen, paper, textbook, etc.).
- 5) Keep hands, feet, and objects to yourself:** Even our youngest students know and are expected to obey this rule. It keeps everyone safe and is strictly enforced. See Discipline Policy on page 12. While this rule is intended to help our students derive the greatest benefit from class time and to keep them safe, it also applies to inappropriate physical contact between boys and girls. It is especially important for our older students to realize that physical contact such as hugging, etc., even when intended as friendly, can represent a temptation that is better avoided. Such contact is considered inappropriate for school and will be discouraged, at first verbally, and then with a phone call to parents if it continues. If further abuses of this policy occur, more serious consequences will result as deemed appropriate by school administration.

## ATTENDANCE

**School Hours:** 7:45 a.m. - 3:15 p.m. for all staff  
 8:15 a.m. - 2:40 p.m. for students in Kindergarten  
 8:15 a.m. - 2:45 p.m. for students in grades 1 - 2  
 8:15 a.m. - 3:00 p.m. for students in grades 3 - 8

**School Year:** 180 days of instruction plus utility days for non-scheduled school closings. A school calendar is issued to each student listing scheduled holidays and events.

**School Closings:** GSCA employee the Global Connect broadcast call system. Each family will receive a call both for a.m. school closings and delayed openings and for early closings due to inclement weather. In the event of inclement weather or other emergency, please tune in to 69 News WFMZ TV (Comcast channel 18) or radio station WFMZ (100.7 FM). YOU MAY ALSO CALL THE SCHOOL VOICE MAIL SYSTEM (908-835-1399 PRESS 4) after 6 am on the day in question. If snow days occur beyond the utility days, we will be required to add them to our basic school calendar either by shortening our Easter vacation or adding to our June calendar. If no information on closing is given by 7:15 a.m., you may assume that school will be in session. School may be delayed by one or two hours as an alternative to closing if conditions tend toward improvement. All decisions regarding closing and delayed opening will be governed by those made by the Warren Hills Regional School District.

**Absences:** Parents are encouraged to establish regular and punctual habits of attendance for their children. Continuity of instruction is very important. A dated, **written** excuse from home is **required** for any absence. A written excuse from a doctor is required when a student is absent for four (4) or more consecutive days. Children with twenty (20) unexcused absences during the school year are subject to dismissal or may be retained in the same grade pending administrative review.

**Absence Notification:** Please call the school office no later than 9:00am to report your child absent. This lets us know that your child is safe and not expected at school.

**Work Missed Due to Absence:** Work may be picked up after 1 p.m. on the day of absence in the school office after prior notice via parental request is received. After 3 p.m. work may be picked up in student's mailbox by entering the building through the Kidz Kare entrance. Students will be allowed time equal to the duration of their absence to make up missed work. One extra day will be allowed for tests and quizzes. After deadline, work will be considered late. Middle School Students (grades 6-8) are responsible for scheduling make-up work.

**Tardiness:** All of our school clocks are atomically set. The back entrance is locked promptly at 8:15 a.m. From that point on, students must enter through the main entrance accompanied by a parent to sign in.

There are two classifications for lateness:

1. **Excused tardy** includes doctor or dentist appointments when students present a signed admittance form from their health professional.

2. **Unexcused tardy** is lateness for any other preventable reason. Chronic tardiness will be addressed by the administration. Students miss important academic time when they are late. Their eventual arrival disrupts the entire class and interrupts learning for everyone. Chronic tardiness will be addressed by school administration and may lead to dismissal from GSCA. After 10 tardies, parents will have to meet with the School Committee to discuss the reasons for habitual tardiness and create a plan to arrive on time in order to avoid dismissal from the school.

Grace may be extended in the event of inclement weather or unusual traffic tie-ups.

**Vacation, Leaves of Absence:** Absences for other than medical reasons are discouraged as they interrupt important academic learning. When they are unavoidable, a **written** request must be submitted by parents to the school office and teacher at least **two** weeks prior to the date of the leave stating the reason for the length of the absence. All leaves must be approved in writing by administration. All **MAKE-UP WORK** must be completed and handed in upon student's return. Exceptions may be granted due to extenuating circumstances such as a death in immediate family. Tests and quizzes should be made up within one week of return. Middle School Students (grades 6-8) are responsible for scheduling make-up tests and quizzes.

### **Dismissal:**

**Leaving the building:** Any student leaving the school prior to the end of the school day must be signed out in the office by their parents, or pre-designated responsible party, before leaving.

### **DRESS CODE**

French Toast Uniform is preferred, but J. C. Penney's, Sears, and Kohl's uniforms are accepted. French Toast catalogs are provided by the office and can be found online at [www.frenchtoast.com](http://www.frenchtoast.com).

**All uniforms must be clean and fit properly.** If the Red polo shirt is used it **must** be from the French Toast uniform line to avoid differences in dye lots.

### **Boys:**

1. Shirts – dress or polo (white, navy, light blue, or red) with or without GSCA logo. Shirts must be tucked in at all times.
2. Pants – chinos or corduroy (navy or khaki) see catalog. Pants must be worn at the waist level. Cargo pants are not allowed. **Belts must be worn for grades 3<sup>rd</sup>–8<sup>th</sup>.**
3. Shorts – uniform style (navy or khaki) may be worn until October 15<sup>th</sup> and again beginning May 1<sup>st</sup>. Shorts must be worn at the waist level and just above the knee. Cargo shorts are not allowed.
4. Shoes – dress or sneakers (may be worn at all times). They must be clean, without holes, and of conservative color that blends with uniform.
5. Gym Uniform - **grades 3<sup>rd</sup>–8<sup>th</sup> only**. Purchased through the school. Gray sweat suit required for winter months to be worn over gym uniforms in order to cross over to the back building for class. These may also be purchased through the school. Failure to wear the prescribed gym uniform will result in a zero for that class period which will have an adverse effect on the marking period grade for this subject.
6. Sweaters – navy or white cardigan, crew or V-neck pullover style only. No sweat shirts or outside jackets are to be worn during classes except for gym class.

## Girls:

1. Shirts – dress or polo (white, navy, light blue, or red) with or without GSCA logo. Shirts must be tucked in at all times.
2. Skirt or Jumpers – (navy, khaki or plaid). Hems should be just above the knee.
3. Pants – chinos or corduroy (navy or khaki) see catalog. Pants must be worn at the waist level. NO hip huggers. Cargo pants are not allowed. **Belts must be worn for grades 3<sup>rd</sup>–8<sup>th</sup>.**
4. Shorts, Skort's or Capris – uniform style (navy or khaki) may be worn until October 15<sup>th</sup> and again beginning May 1<sup>st</sup>. Shorts must be worn at waist level and just above the knee. Cargo shorts are not allowed.
5. Socks or Tights – (navy or white) are to be worn with the uniform. Grades 5<sup>th</sup>–8<sup>th</sup> can wear nylon stockings, if they wish. No net stockings.
6. Shoes – dress or sneakers (may be worn at all times). They must be clean, without holes, and of conservative color that blends with uniform. If dress shoes are worn, they should have conservative heels equal to or less than 2 ½ " in height.
7. Gym Uniform - grades 3<sup>rd</sup>–8<sup>th</sup> only. Purchased through the school. Gray sweat suit required for winter months to be worn over gym uniforms in order to cross over to the back building for class. These are also purchased through the school. Failure to wear the prescribed gym uniform will result in zero for the class period and have an adverse effect on the student's grade for this subject.
8. Sweaters – navy or white cardigan, crew or V-neck pullover style only. No sweat shirts or outside jackets are to be worn during classes except for gym class.

## Boys & Girls:

Body Piercing – Girls are allowed to have no more than two earrings in each ear. Boys are not allowed to wear earrings in school. If your child has multiple piercings, please see to it that those in excess of the GSCA dress code are removed before coming to school.

Haircuts – Tasteful, neat and trimmed with NO punk, multi-colored, Mohawk, mullet, tails, or tall spike styles permitted. No odd coloring of the hair (blue, green, orange, bright yellow, pink, etc.). Standard highlighting and coloring is allowed. Boy's hair should not be any longer than the top of the collar of their shirt and must be above the eyebrows and ears. Girl's hair must be worn in such a way that it does not obscure any part of the face below the eyebrows.

Jewelry – Jewelry may be worn as long as it is not a distraction in class. Girls may wear earrings, bracelets and necklaces that are not overly large. Boys may not wear earrings but bracelets and necklaces will be allowed as long as they are not overly large. If a student chooses to wear oversized jewelry they may be asked to remove it at the discretion of the administration. When in question – it should not be worn to school.

Outside Jackets – Outside jackets can be all types. Outside jackets are not to be worn in class or during school hours. If students are cold, they must wear a sweater meeting school code requirements.

Dress Code Violations - Students are expected to adhere to the published dress code. Uniforms should be worn at all times, except during gym class for grades 3-8 when the students will wear gym uniforms. Please remind your child to remove all belongings from the changing areas after gym class. Students must be changed back into regular uniforms before exiting the school building for the day.

All dress code violations will be reported to the students' homeroom teacher via note or email on the day of the violation. The first two violations of dress code will result in a note home to parents from the homeroom teacher which must be signed and returned the next day. Upon the third violation, parents will be asked to bring a change of clothes for the student before they can participate in class. Continued violations will result in disciplinary action as assigned/approved by the administrator which may include, but not be limited to, detention and sorting and folding of clothing in the lost and found and/or uniform exchange closet.

**CLOTHING & OUTERWEAR SHOULD BE CLEARLY LABELED WITH YOUR CHILD'S NAME.**  
**Any clothing found in changing room or other areas will be returned to the owner if labeled. If unlabeled they will be held in the lost in found located in the Kidz Kare area for one month. After that, uniform pieces will be laundered and included in our uniform exchange. Other articles will be given to good will or discarded.**

**N.U.T. (No Uniform Today) Dress Code:** Although jeans and T-shirts are allowed on these days, they must be clean and fit properly (not excessively tight or loose) and without any negative designs or messages, i.e. pictures of skulls/skeletons, negative language, etc. This also includes tote bags, backpacks, etc. Christian messages, positive messages, non-descript designs, and reasonable manufacturer's logos, etc. are allowed.

## **GSCA DISCIPLINE POLICY**

Good Shepherd Christian Academy bases its discipline policies upon the principles of the Word of God which presents God's discipline as primarily being redemptive, not punitive (Hebrews 12:6-11.) From that foundation all discipline is administered fairly, lovingly, and with the philosophy that all discipline is for the purpose of correcting wrong behavior, for the good of the child being disciplined.

The Bible teaches that God requires discipline, including respect for authority. It is our practice to involve the parent in the process of developing mature behavior patterns. A conference with the parents, students, and the teacher helps to resolve any difficulty that is being experienced. Consistent parental support of the teachers and administration is of major importance in the joint effort of training children. The degree of disciplinary action will reflect the nature and frequency of the offense. Each discipline case shall be reviewed regarding previous violations and individual merit. Parents must be aware that the disciplinary procedure includes but is not limited to recess deprivation, detentions, lunch segregations, suspensions, or dismissal.

Initially, discipline problems will be handled by the classroom teacher. If a disciplinary problem is persistent, the teacher will contact the parent for a conference; however, not every problem requires a parental conference. This is left to the discretion of the teacher.

In keeping with Jesus' instructions for resolving conflicts, the first level of administering discipline to students is within the classroom, and by the teacher directly involved. Teachers are to always strive to make the corrective action equivalent to the offense. Parents are reminded to direct any questions to the classroom teacher before coming to the Administrator.

In the event that the following circumstances exist, the Administrator will be notified and involved in the disciplinary process:

- The teacher feels his/her discipline is ineffective
- The discipline has been administered previously for the same offense
- The student remains rebellious or resistant to correction
- The situation is too serious for classroom methods

The following are infractions that warrant the immediate attention of the Administrator, even at the first occurrence:

- Aggressive physical assault such as: punching, kicking or choking;
- Foul language or cursing
- Deliberate destruction of school property
- Persistent spirit of rebellion
- Stealing another's property
- Malicious lying

Determinations of appropriate discipline will be made considering the following factors:

- The development and maturity level of the student
- The level of harm
- The surrounding circumstances
- The nature of the behavior
- Past incidences and continuing patterns of behavior
- The relationships between the parties involved
- The context in which the alleged incidents occurred

All violations of the student contract are applicable to the above policies and consequences will be levied accordingly.

### **Consequences for Behavioral Infractions**

A teacher or the Administrator may assign detention if an offense warrants it. The parent will be informed of a detention for the purpose of supporting the school's discipline and making necessary transportation arrangements. Detentions are recorded in the school's discipline log but not on the student's report card or in the student's file. After a student is assigned a **second detention** for a similar offense he/she will be eligible for an **in-school suspension** upon the **next occurrence of a similar offense**. In-school suspensions will be issued by phone call and written notice from the office to the parent prior to being served. **Upon an additional occurrence of a similar offense**, the student will be assigned an **out-of-school suspension**. Parents will also be notified via telephone of the suspension assignment.

With very serious offenses, the Administrator may invoke a suspension with no prior warning given. During the suspension, no credit is given for schoolwork, nor can any work be made up.

After **one in-school suspension and one out-of-school suspension**, the Administrator may refer a recommendation for expulsion to the GSCA school committee for review at the occurrence of any additional offense. If any student's behavior is such that it is deemed necessary by the School Committee to be expelled from school, the Administration, by written notice to the parents, will issue an expulsion. Parents may request a hearing before the Committee for any action of expulsion. This

hearing is not to take place during a regular, closed meeting of the Committee, but a special meeting convened for the specific purpose of the hearing.

## MISCELLANEOUS

**Cell Phones/Electronic Devices:** No cell phones, iPods, GameBoys, other electronic devices, etc., are permitted to be carried in school. Any student bringing a cell phone to school must keep it turned off and in his/her locker. **THEY ARE NOT ALLOWED OUT OF THE LOCKER OR IN CLASS DURING SCHOOL HOURS.** Students found in possession of or using a cell phone, whether for phoning or texting, will risk having the phone confiscated.

**Chapel:** Fridays @ 8:25 a.m. for grades K–3<sup>rd</sup> and on Thursdays @ 8:25 a.m. for grades 4<sup>th</sup>–8<sup>th</sup>. Students assemble for the purpose of worship, a time of singing, school announcements, and a special speaker. Occasionally a film is shown or a spiritually inspiring assembly program is presented.

**Conferences:** Formal parent/teacher conferences are scheduled each year in November. The teacher or the student's parents may schedule routine conferences each marking period or a parent may schedule conferences in advance with a teacher at any time by calling the school office.

**Drop off & Pick up:** Students shall be dropped off and picked up at the rear entrance to the building. We ask in doing so that you would pull up to the farthest line closest to the building to allow other parents to pull up behind you. Please obey the lane directions marked as you enter and please co-operate with our AAA Safety Patrol. If you wish to park your car **please be courteous** to those dropping off and **do not pass a car that is stopped**. It is very **dangerous to do so** because of **children walking** in the parking lot. Please wait until the car moves on. **The parking lot speed limit is 5 miles per hour. There is no parking allowed in the middle row of spaces – only in the back row farthest from the building.** Following these guidelines will help us keep everyone safe.

**Field Trips:** Some of the most significant hands-on learning experiences take place on field trips, off school grounds. Parents will be notified of upcoming trips and permission must be granted for students to participate.

### General Information:

#### **Care of Facility:**

- All students must respect and care for GSCA facilities and surrounding property.
- Gum is not allowed at all on the school grounds. Food is to be eaten only at lunch and snack time.
- No littering, particularly in the restrooms.

**Lost & Found:** Lost and found items will be held until the end of each month. Unclaimed items will be given to charity.

**Lunches:** Lunches may be provided from home or you may participate in our hot lunch program which is ordered and paid for in advance from our caterers. Milk will be available at the option of the parent. Information will be sent home concerning these programs throughout the school year. If your child forgets lunch, please drop the lunch at the office and we will deliver it to your child. **To prevent interruptions in the classroom, please leave forgotten lunches, books, gym bags, etc. at the school office. For security purposes all visitors to the school are required to sign in at the front desk and be given a pass.**

**Parent Orientation:** An evening will be set-aside at the start of the school year to provide parents with proper orientation to our school program. New Parents are strongly urged to attend this night. Important policies and procedures are discussed. Parents are given the opportunity to talk with the Administrator.

**No Tolerance – Drug & Violence Policy:** GSCA has taken a firm stand against drugs (including alcohol, tobacco) and violence. We will not tolerate any drugs or students using drugs at GSCA. Violence such as fights, threats, and weapons, will be grounds for immediate dismissal and the matter will be referred to the School Committee. Any drugs or violence within the school will be reported to the local Police Department. Students' conduct whether in school or away from school must be conducive to the ministry of the school or immediate dismissal will result.

**"Open Door" Policy:** We welcome parents to the **SCHOOL OFFICE** each day **AFTER 8:30 a.m.** We ask that parents refrain from coming into the building to speak to teachers in the morning, as this is an important prep time when teachers are greeting students, tending to children's needs, and preparing for the school day. Please feel free to leave a message for the teacher to call you to discuss a concern over the phone or in person by making an appointment. Keep in mind sending the teacher a note or email is a great way to communicate minor concerns. There is an email link to all faculty members on our website.

Parents are welcome to visit at any time but must report to the office before entering the classroom. Please be considerate of the rigidity of structured time the teachers must follow. Classroom visits should be scheduled in advance with the teacher.

**School Office:** The school office is open daily from 8:00 a.m. to 3:30 p.m. The Administration is available to help with any needs. All visitors must go directly to the office upon entering the building. Visitors wishing to observe any class or program of GSCA must arrange the visit with the Administration beforehand to insure the least amount of classroom interruption. All appointments with teachers must be made in advance and confirmed by the school administration.

**Special Treats:** Treats are welcome for birthday celebrations and holiday parties. Parents are to notify the classroom teacher in advance of their child's celebration. Summer birthdays may be celebrated during the school year. Please check with the classroom teacher regarding any students with specific food allergies to avoid potential health risks. Special treats are for celebrations and we **strongly discourage candy, soda, and other sweets in lunch boxes.**

**Sports/Activities:** Sports programs vary depending on student needs and coach availability. GSCA has been a member of a local Christian school basketball league for several years. In recent years we have offered intramural soccer for grades 4-8 and 'pee-wee' soccer for grades K-3 in addition to league basketball competition. Several other after-school clubs are offered to make our program more robust without adding expense. A list is available on our website.

**Transportation:** Transportation is the responsibility of the parents. Most residents of Washington Township and Borough (residing more than 2 miles from school) will receive bus transportation from Warren Hills Regional School District. Aide in lieu of transportation reimbursement is available to residents of most other school districts. Application forms and information regarding such are available in the school office.

## **GRIEVANCE POLICY**

The objective of this policy is to establish biblical guidelines for the resolution of disputes and grievances in the operation of Good Shepherd Christian Academy. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Good Shepherd Christian Academy's operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration and school committee.

*If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. (Matthew 18:15-17)*

### **Students/Parents to Teachers:**

1. Concerns about the classroom should first be presented to the teacher by the parents, or if the student is mature enough, by the student themselves. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the Administrator. If the student brings the concern, they must have permission from their parents to do so.
3. If the problem is still not resolved, the parents should contact the Grievance Officer from the Good Shepherd Christian Academy School Committee for a meeting with the Administrator and Teacher.
4. If the problem is still not resolved, the parents should submit a request for a hearing, in writing, to the Good Shepherd Christian Academy School Committee.

### **Parents to Administrator:**

1. If parents have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should express their concerns to the Administrator.
2. If the problem is still not resolved, the parents should contact the Grievance Officer (usually the committee chairperson) of the Good Shepherd Christian Academy School Committee for a meeting with the Administrator.
3. If the problem is still not resolved, the parents should submit a request for a hearing, in writing, to the Good Shepherd Christian Academy School Committee.

4. This procedure applies to Committee members who are acting in their capacity as parents/patrons, and not as representatives of the Committee.
5. This procedure applies to all faculty members who are acting in their capacity as parents/patrons, and not as representatives of the school.

**Good Shepherd Christian Academy - Parent/Student Handbook Acceptance**

**Please complete, sign, and return this portion to GSCA by September 30, 2009.**

I, \_\_\_\_\_, have read and understand all provisions  
(Print Parent's Name)  
included in this Handbook. By signing below I agree to all policies and procedures listed herein and agree to make timely tuition payments according to GSCA policy. I understand that access to my child/children's academic records are dependent upon satisfying my tuition obligation for this school year. I further agree to support the policy and disciplinary decisions of the GSCA School Committee and Administration.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date