

*LOVE GOD, LOVE CHILDREN,
MAKE A DIFFERENCE*

Elementary Parent & Student Handbook

Revised March 2021

GOOD SAMARITAN CHRISTIAN ACADEMY
A Ministry of Good Samaritan Lutheran Church

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ADMINISTRATION

Don Lorfing

Miriam Dake

Susan Villecco

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Pastor

Principal

Administrative Assistant

Office Assistant

Good Samaritan Christian Academy is operated as an “Exempt School” licensed by the Nevada Department of Education, under the provision of NRS394.11 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act.

Our curriculum, exclusive of religious instruction, will provide equivalent instruction using Standards approved by the Nevada State Board of Education.

A LETTER FROM THE SCHOOL PRINCIPAL

Dear Parents/Legal Guardians,

I want to welcome you to Good Samaritan Christian Academy and am delighted that you have chosen our school for your child’s educational experience. It is a privilege to be educating your children with a dedicated team of professionals who possess a thorough understanding and sensitivity toward elementary age students.

We recognize that parental partnerships and support are essential in providing the best

possible educational experience for all our students. In this spirit, this handbook is designed to provide information about our policies and procedures at GSCA.

GSCA is committed to providing our parents with information that will assist them in working with the school staff, enhance their child's overall school experience and promote opportunities for the success of our school. Together with our parents, we will provide all our students with opportunities to maximize their academic and personal potential. Offering a quality Christian environment will ensure a positive, accepting, and inspiring place for each student.

We value the unique characteristics, challenges, talents, and commitment that both students and parents bring to this partnership. Working together, we can create a vibrant, exciting, and respectful place, a place where everyone likes to come.

I **encourage** you to read the handbook together with your child and talk about the information given. When there is an understanding of the expectations, the school year will go smoothly, and your student will feel happy and safe.

Blessings,
Mrs. Miriam Dake
Principal

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MISSION STATEMENT
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PHILOSOPHY

The Academy passionately educates and inspires children in His glory. Our goal is to help all students achieve their best by creating an environment of both spiritual and academic excellence, accepting children for who they are. We teach in the way they need to learn. This

allows them to identify and utilize their unique talents, overcome their limitations, and celebrate their strengths daily. The education that students acquire is key to determining the future of these students. It is our belief that everyone (students, staff, and parents) can learn from one another.

OUR PLEDGE TO OUR STUDENTS

Throughout your child's life, regardless of their age, he or she has critical needs that will help them develop into an emotionally healthy person. We will do our best to see that every day he or she feels respected, feels secure, feels accepted and feels included by someone here. In every way possible, we will find ways to let them know how special and important they are to God and to us.

NON-DISCRIMINATORY POLICY

We admit students of any race, color, national and ethnic origins to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of the educational policies, scholarship and loan programs, and athletic and other school-administered programs.

TERMS OF ADMISSION

All children are accepted on a non-discriminatory basis. All students are required to be 5-years-old (Kindergarten), 6-years-old (First grade), 7-years-old (Second grade), 8-years-old (Third grade), 9-years-old (Fourth grade) and 10-years-old (Fifth grade) by September 30th of the current school year in order to be placed in their appropriate class. GSCA will make every effort to accommodate the special needs of your child; however, we do not have special educational programs for students with severe learning, emotional, behavioral, or physical handicaps. We reserve the right to place your child on a two-week probationary status pending his/her adjustment to a class. If we find that we cannot meet a child's needs or that it is not in the best interest of the child to attend, we reserve the right to request that the child be removed from GSCA.

If a class is filled, your child's name may be put on the waiting list after a tour of our facility. Vacancies are filled throughout the school year as they occur. Waiting lists are created in February after the Registration period. Priority enrollment will be given to returning students and their siblings as well as active members of Good Samaritan Lutheran Church. ***To be considered an active member of GSLC, you MUST be a member for a minimum of 6 months and are actively involved in worship, spiritual growth, service, and financial support.*** The waiting lists do NOT carry over year to year.

Church members have the benefit of a waived registration fee. Again, ***to be considered an active member of GSLC, you MUST be a member for a minimum of 6 months and are actively involved in worship, spiritual growth, service, and financial support.***

ENROLLMENT

All students must have the following documents completed and submitted *before* their first week of school.

- Photo of the student
- Completed Application for Enrollment
- Completed and signed Tuition Fee Policies
- Completed and signed Letter of Agreement from Parent Handbook
- Completed and updated Immunization Record
- Copy of Birth Certificate
- Any additional Forms requested by the Front office
- All Fees and First Tuition (***Registration and Curriculum Fees are annual non-refundable fees.***)
- Items on your Teacher's Class Supply List

SCHOOL HOURS AND CALENDAR

The facility hours are **7:00 am to 5:00 pm**, Monday through Friday. All visitors are required to sign in when entering the school. The school calendar is sent home at the beginning of the school year containing information such as marking periods, holidays, vacation periods, activities, etc. We suggest that you make an appointment if you would like to speak with the Principal. By referring to the calendar, many answers to school-related questions may be obtained quickly.

Elementary Curriculum 8:30 am – 3:00 pm

Please note that Good Samaritan Christian Academy is a **NON-SMOKING** facility, which includes our parking lot.

PROTOCOL FOR VISITORS

Parents are always welcomed to visit **ONLY** their child or children at school. ***Our visits are for observations, conferences or fulfilling volunteer hours ONLY.***

Visitors will be required to check in at the front desk either in the Preschool building or in the Education building and sign in. A valid identification will be required for each visitor **NO EXCEPTIONS**. At the time of check-in, a badge will be issued and be required to be worn while on campus.

All appointments for visits are to be made at least **24 TO 48 hours in advance**, **NO EXCEPTIONS**, so that we can schedule a time that is convenient with your child's teacher as well as the classroom.

Family members of a student must have approval from the child's parent or guardian before scheduling an appointment for a visit.

Visitors will be required to sign out and return the badge when leaving our campus.

Please note that if for any reason a visitor does not have the official badge of the school, any staff member has the right to approach the individual and escort them off campus as well as call the Police department.

PAYMENTS AND TUITION

The annual tuition is divided evenly over 42 weeks. **Please note that THERE ARE NO REFUNDS OR TUITION REDUCTIONS for absences, holidays, winter break, spring break, or any temporary reduction in days or hours of attendance.** Tuition is due every 2 or 4 weeks and is to be paid on the Monday of your billing cycle. Your payment will be considered late by Wednesday of your billing cycle.

ALL accounts are to be maintained **CURRENT**. Parents/legal guardians are responsible to submit their payments on time, regardless of absences, vacation time, or which parent pays.

DELINQUENT ACCOUNTS will cause your student to be suspended until the account is current. A *delinquent account of more than **TWO WEEKS** can also result in dismissal.*

During the summer months, we offer a Summer Camp. Summer Camp tuition is due WEEKLY.

All accounts MUST have a zero balance for your child to attend Summer Camp and/or start the new school year in August.

FINANCIAL ASSISTANCE

Applications for financial aid are submitted annually online through the FACTS system, after January 1st for the following school year. The application deadline is May 1st. If you do not qualify, you will be promptly notified. Applicants who qualify for assistance are notified in writing of the amount of financial assistance granted. Volunteer hours are **REQUIRED** for those who qualify for financial assistance. *Financial aid is a separate application process and the failure to be awarded financial aid is not cause for reimbursement of any fees.*

WITHDRAWALS

Withdrawal from the school requires written notice. Tuition **MUST** be current at the time of withdrawal. *The Withdrawal Form, available at the Front Office, must be completed at least 2 weeks in advance of the withdrawal date. Tuition will be due for those 2 weeks.*

BEFORE/AFTER SCHOOL CARE

Before/After School Care is offered to all Elementary students. Before School Care is available to students from 7:00 am – 8:15 am. After School Care is available to students from 3:15 pm – 5:00 pm. Any elementary student arriving BEFORE 8:15 a.m. and/or staying AFTER 3:15 p.m. will be considered a participant in the Before/After School Program. The ANNUAL fee for this program is \$500, ***regardless of how often a student attends.*** If your student arrives at school before 8:15 am and/or stays after 3:15 pm ***at any time throughout the school year,*** the annual one-time \$500 fee will be added to your account for participating in this program.

PARKING PROCEDURES

- **SLOW DOWN WHEN ENTERING THE PARKING LOT.** The Speed Limit is **5mph** when **dropping off or picking up.**
- Please observe the orange traffic cones. Traffic comes into the parking lot in one direction and exits in a circular direction.

- Please be aware that there are **small children** present and walking through the parking lot at all times. **Please be aware of cars around you when pulling in or out of the parking lot.**
- Please park in the rear parking lot behind the elementary building.
- **You may not leave children in your vehicle when dropping off or picking up your student.**
- You **may not** leave your car at the curb when dropping off your child.
- **In consideration of students with allergies, NO pets are allowed in the school or on school grounds when dropping off or picking up your child.**

SIGNING YOUR STUDENT IN & OUT DAILY is MANDATORY for every parent/legal guardian or authorized escort, for the safety of our students. Make sure you are signing the Sign In/Sign Out Binder in the classroom every time your child attends/departs. These are legal documents and are also vital for our school records, in case of fire drills or other emergencies. Please note that **only** adults over the age of 18 are permitted to pick up students; this includes siblings.

CLOSING

School closes at 5:00 pm **SHARP**. A parent with a student still in attendance after 5:00 pm will have their account charged that day a \$1.00 per minute LATE FEE. Consistently late pickups (after 5:00 pm) by a parent/legal guardian or authorized escort **could result in the dismissal of the student from our school.**

AUTHORIZED ESCORTS

ONLY individuals listed on the Authorized Escorts list will be permitted to pick up a student. We ask that you keep your list current. Authorized Escorts must provide a picture ID in order to pick up a student. We will NOT release any student to an adult not on your list. **NO EXCEPTIONS.**

CLASSROOM OBSERVATIONS

Classroom observations are always permitted. However, they are to be done without disrupting the classroom setting. Observations must be scheduled with your student's teacher 24 hours in advance and will be limited to **30 minutes in length**. Please notify the Front Office on arrival. While observing, parents should simply observe and not disrupt the educational setting in any way. Such disruptions will immediately conclude the classroom observation. All questions and concerns will be directed to the teacher at a pre-designated time after the classroom observation.

STUDENT ABSENCES/TARDINESS

Tardiness affects the whole class, not only your student. It is the responsibility of the parent/legal guardian to be on time. **ALL CLASSES BEGIN AT 8:30 am.** Students are **considered TARDY by 8:31 am.**

Students are not admitted after 9:00 am without prior notification to the office that the student will be late that day. We do realize that life brings on situations that are out of our control.

*Please make all appointments **AFTER** school hours. If you intend to pick up your child before dismissal time, please inform their teacher that morning. It is the desire of our school to encourage good school attendance. Please call the school the morning of an absence and a note must accompany your child on his/her return to school following any absence. *Extended vacations and holidays are also considered as absences and a note must accompany your child when returning to GSCA.**

If a student is tardy THREE times it is considered ONE absence by the STATE OF NEVADA. A student must be in attendance for 3 1/2 hours to be considered present that day. The State of Nevada mandates that a student attends school for 180 days. A student with 20 or more absences in a given school year may be considered for retention in their current grade. *A student's dismissal from GSCA and or re-enrollment may also be denied due to excessive absences or tardiness.*

SCHOOL LUNCHES

Parents will provide ALL lunches, drinks, and snacks. **Fast food lunches (McDonald's, Taco Bell, etc.) are NOT allowed to be brought in during lunchtime.** Please provide food that is nutritious and that your student will eat. Use insulated lunch boxes, thermos, and/or ice packs to keep your child's lunch/snack at the desired temperature. Do not forget to provide a drink, a spoon/fork and napkin. The Health Department **does not allow** us to heat food, cut/slice/peel or refrigerate items. Items such as gum, candy, soda and glass containers **are not permitted** at GSCA.

BIRTHDAY BOOK CLUB

Make your student's birthday special by donating a book to the school library in HONOR of your student. For a donation of \$12.00, you and your student can choose a book from our age appropriate "Birthday Bookshelf." It will be read in their class and a special bookplate acknowledging your student's special day will be mounted inside. The book will then be placed in the school library where all the students can enjoy your gift for years to come.

BIRTHDAY CELEBRATIONS

Birthdays are very special in our school. With your teacher's permission, we recommend that you bring your student's favorite cookie, doughnut, or cupcake (WITHOUT FROSTING) and a book from the Birthday Book Club to read and celebrate their SPECIAL day with their classmates.

FIELD TRIPS

Your student's teacher may plan an educational field trip at some point during the school year. Parents will be notified in advance and be required to sign a FIELD TRIP PERMISSION FORM.

ELECTRONICS

CELL PHONES, Video games, smart watches/fitbits, and toys **are NOT permitted** at GSCA. Please leave all these items in your car before dropping off your student.

SCHOOL UNIFORMS

All students are required to wear the **MANDATED COMPLETE** school uniform daily, **NO EXCEPTIONS**. Uniforms must be purchased at **Campus Club Uniforms ONLY**. We ask that you adhere to this policy every day. Parents will be called to bring in their student's uniform, if the student is not in uniform.

Monday, Wednesday and Thursday:

BOYS

- Campus Club uniform bottoms
- Campus Club polo with school logo, short or long sleeve

GIRLS

- Campus Club uniform bottoms *or* jumper
 - playground shorts or tights must be worn when wearing jumper
- Campus Club polo or blouse with school logo, short or long-sleeve
 - may wear **solid white** long-sleeve shirt with jumper in winter months
- Tights **MUST** be **SOLID** white or navy blue (NO LEGGINGS)

WHEN WEARING A WHITE LONG-SLEEVE T-SHIRT/THERMAL SHIRT, YOU MUST WEAR A UNIFORM SHIRT OVER TOP

Tuesday and Friday Only:

BOYS

- Solid Blue Jeans or Campus Club uniform bottoms
- Campus Club Good Samaritan Spirit T-shirt, short or long sleeve

GIRLS

- Solid Blue Jeans *or* **fingertip length shorts** Campus Club uniform bottoms
- Campus Club Good Samaritan Spirit T-shirt, short or long sleeve

PLEASE NOTE:

NO open-toe/open-back shoes

NO sneakers with lights, wheels, or offensive words or pictures

NO COWBOY BOOTS

NO backpacks/school bags with lights or offensive words or pictures

NO Mohawk, Faux-hawk, or shaved-design haircuts

NO dangling earrings, tattoos, or dyed hair

STUDENT CONDUCT

Establishing and maintaining standards of good conduct for young people are the responsibilities mutually shared by the home and GSCA. Student conduct reflecting Christian values, self-respect, good moral judgment and concern for others are a desirable lifetime goal.

GSCA has determined that the following character traits should be promoted in all of the activities: Kindness, Perseverance, Respect, Responsibility, Caring, Courage, Empathy, Honesty, and to be inclusive.

Standards of Good Conduct

Building and Classroom Behavior

- Disrespect and/or willful disobedience to a teacher, administrator, or other persons in authority are prohibited.
- Students will be held responsible for the willful destruction of school property and the personal property of others.
- The use of offensive language, gestures and fighting is prohibited.
- Behavior that is threatening to the safety of others or oneself is prohibited.
- Students will respect everyone's RIGHT TO LEARN and not distract other students in any way.
- Students will not bring unsafe items to school.
- Students will walk while inside the school building.
- Students will not bring cell phones or other electronic devices/games.
- Possession of drugs or weapons is prohibited.

Behavior on School Grounds

- Proper playground behavior is SAFE, FAIR PLAY. **NO PUSHING, SHOVING, KICKING, TACKLING OR FIGHTING IS ALLOWED OR TOLERATED.**
- Equipment is to be shared fairly among students.

Behavior during Indoor Recess

- Games will be appropriate for indoors.
- Quiet voices should be used.

Behavior in the Lunchroom OR Classroom

- Observe good table manners.
- Stay seated while eating.
- Use quiet indoor voices.
- Do not throw food or trash on the floor.
- Wait to be excused to empty trash.
- Follow instructions and be respectful of the lunchroom monitors at all times.
- Do not go back to the classroom or to the bathroom without adult permission.
- When dismissed, walk to the playground for recess.

Care of Textbooks and Other School Property

- Damaged and/or lost books are to be paid for by the student and/or parent. Accounts will incur a \$10 book replacement fee for DAMAGED or LOST soft cover library books. Fees will vary according to replacement costs for DAMAGED or LOST hard cover books (library and/or textbook.)

- Damages to the building, equipment and other school property become the responsibility of the offending student and or their parent(s).

HOMEWORK

The purpose of homework is to develop good home study habits. We suggest that the student have a quiet study place away from family activity. It is encouraging when the parents become involved in the homework program and check over the assignment to see that it is completed and ready on time. Students who forget homework materials will not be allowed back in the building to get their work after 5:00 pm.

REPORT CARDS

Report Cards are issued on a scheduled basis as indicated on the School Calendar. The report card should be signed by a parent/legal guardian and returned to the student’s teacher the **next day**. Conferences will be scheduled for the first quarter and on an as needed basis.

CURRICULUM FOR KINDERGARTEN THROUGH FIFTH GRADE

Reading	Language Arts	Music
Mathematics	Science	Bible
Social Studies	Physical Education	Health
Library	Art	Spanish

Our courses are loosely based on the Common Core Standards except for Bible. These standards may be used for instructional planning. Some of the textbooks we use are Saxon, for Math and Phonics, Harcourt for Reading, our Science is Christian-based, and McGraw Hill for Health and Art. We also have supplemental resources for each grade to challenge our students. iPads are used in all grades and iPads are one to one in Fourth and Fifth grade. Students in First, Second and Third use google chrome pads.

STAFF

All our teachers are required to have a minimum of a bachelor’s degree to teach at GSCA. We consider our teachers to be facilitators and/or coaches, using classroom presentation or individual instruction to help our students learn and apply concepts in all subjects. They also provide additional assistance in areas in which students need help. We also offer tutoring after school by our teachers for a fee.

ILLNESS AND FIRST AID

Students should not come to school when they are ill. Students who come to school sick will not be allowed to stay. If they are in attendance, they must go outside during recess time. **Students may not remain in the classroom unless they have a Doctor’s note.** Injuries, skin irritations, etc., which arise outside school, should be cared for at home or through the family doctor. School related accidents and injuries must be reported by the student to their teacher immediately. The teacher will report an accident or injury to the Front Office and parents will then be notified.

Any students showing signs of illness will not be permitted to attend school while symptoms persist. The parent will be notified once the student becomes ill. You must make arrangements to pick up your student as soon as possible or **within the hour of being called**.

A student with the following symptoms shall be excluded from school per Southern Nevada Health District (SNHD) (4.2.3. Exclusion for Illness):

- Severe pain or discomfort
- Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours
- Two or more episodes of acute vomiting with a period of 24 hours
- Elevated body temperature at/or above 100.3 degrees F
- Sore throat, severe coughing, runny nose with a yellow or green discharge
- Yellow eyes or jaundiced skin; brown urine/white stool
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes, lasting more than one day
- Weeping or bleeding skin lesions that have not been treated by a Licensed Medical Practitioner. Once treated and released to return to the school, cut sores or lesions shall be covered.
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood in urine or feces
- Scabies
- Child with a suspected Communicable Disease will be separated from all other children. The school is mandated to report the disease to the Health District.
- Children suffering from a lice infestation shall be excluded until free of lice and nits.

A student suffering from the above symptoms shall not be permitted in the school until written documentation from a health care professional is received stating that the student's condition is not infectious and will not adversely affect the school.

The student may return ONLY after a FULL 24 hours from the time the student leaves the school. Students returning to school after an illness must be able to participate actively in the normal routine. Extremely tired, sleepy students or students with behavior signs that are out of the ordinary for that student may be sent home.

NO NIT POLICY (LICE)

What does this mean?

"The Spirit of the No Nit Policy" is to minimize head lice infestations as a public health problem and to keep children in school lice and nit free."

In keeping with the No Nit Policy, if your child is found to have nits, eggs or adult lice, they will need to be picked up from school immediately. A child will be readmitted to class once they are deemed nit free by a trained staff member or by a professional agency (must provide proper paperwork).

The National Pediculosis Association recommends the No Nit Policy as the public health standard intended to keep children lice free, nit free, and in school. It is important that we acknowledge head lice as the most common communicable disease when raising or caring for children.

Opponents of the “No Nit Policy” say enforcement can lead to exclusion of students with residual nits, even though the infestation has been treated. As a school, we must consider the preferences of our school community. I would ask my parents, “would you accept infestations for themselves or their child?”

The No Nit Policy is in place to encourage families to do their part at home with routine screening, early detection, accurate identification and thorough removal of lice and nits. Early intervention is important in preventing future infestations.

ALLERGIES AND OTHER HEALTH PROBLEMS

If a student is allergic to any food or drink or has any other health problems, immediately notify the Front Office in writing. **Again, in consideration of students with allergies, NO pets are allowed in the school or on school grounds when dropping off or picking up your child.**

MEDICATION

For safety reasons NEVER leave any type of medicine, vitamins, **essential oils**, or cough drops in the student’s backpack, lunchbox, or on the teacher’s desk.

Prescription medication will only be administered IF:

- The prescription medication has the original pharmacy label containing the student’s name, doctor’s name, and instructions for dosage.
- The parent/legal guardian must fill out a REQUEST FOR MEDICATION form prior to the administering of any medicine.

MEDICATIONS WILL BE ADMINISTERED ONLY BETWEEN 11:30 AND 12:00

- Breathing treatments will be administered as needed.

Over-the-counter medication will only be given IF:

- The medication is on a physician’s letterhead or prescription pad
- It states a beginning and end date of application
- It states dosage, how, and when to administer
- It is signed and dated by the physician

**IF THESE GUIDELINES ARE NOT FOLLOWED,
OVER THE COUNTER MEDICATION WILL NOT BE ADMINISTERED.**

COMMUNICATION

Communication, respect and understanding each other are very important. In order to attain this, staff and parents must work together to be effective. Please remember to inform your student’s teacher and administration if something unusual is happening at home or in the life of your student that can affect them emotionally. Please call the Front Office at (702) 405-0226 or email info@goodsamcan.com or dake@goodsamcan.com with any questions or concerns.

The office sends parents an email every Thursday to inform you of all upcoming events and activities. Teachers also communicate via monthly newsletters and daily letters sent home with school work.

Ephesians 4:29 “Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that is may give grace to those who hear.”

Gossip is a sharing of generally unsubstantiated information. This is a hurtful method of communication that does not have a positive outcome. Parents need to be responsible and verify information they hear before sharing it with other individuals. **Gossiping can be considered an abuse on someone’s character and or the reputation of the School.** Email or call the Front Office to substantiate any information you hear.

Parents who seek to share information with a teacher must be aware that their name will be used when the information is shared with the administration. The best way to stop gossip is not to listen or partake in this behavior.

Things you should know:

- Staff will use daily notes, speak with you personally, and/or phone calls on an as needed basis.
- The teacher will let you know where to leave notes in the classroom, or you may leave them at the Front Office.
- The teacher’s time and attention belong to the students in the classroom. Please **limit conversation** on arrival and departure to necessary information or instructions for the welfare of your student.
- Teachers need to be informed of changes that may affect your student’s emotion or behavior during the school day.
- Teachers ALWAYS have a wish list
- Student cubbies/folders are for official school use only, **no soliciting please.**
- Parent/legal guardian will be provided with a written report as mishaps occur.
- We encourage parent/legal guardian/grandparent participation. Volunteer forms are available at the Front Office.
- Check your email every Thursday afternoon for school reminders.
- Read all notices sent home – NEWSLETTERS and TEACHER NOTICES - to keep you informed. The website is also available for the school calendar and other pertinent information.
- Make sure we have your CURRENT email, phone numbers, and address so that we may update you with important information and reminders.
- If you have any words of praise or encouragement for our staff or GSCA, please share them with the Principal verbally or in writing.
- If you wish to communicate with your teacher use the school email info@goodsamcan.com or dake@goodsamcan.com or school phone (702) 405-0226.
- If you have any concerns about your student at GSCA, please do not hesitate to speak with their teacher or the principal (702) 301-2020.

GRIEVANCE PROCESS

In accordance with Matthew 18:15-17, if a parent has a concern about their student at GSCA the following steps will be followed:

- Parent/Guardian will address the concern with the teacher, if a resolution is not reached
- Parent/Guardian, Teacher and Principal will address the concern, if a resolution is not reached

- Parent/Guardian, Teacher, Principal, and the Senior Pastor will address the concern. At this step the result of this conference will be final.

EMERGENCY/CRISIS PLAN

All staff is prepared to respond in an emergency, including, without limitation, a fire or natural disaster. The Good Samaritan Christian Academy Crisis Plan is reviewed by staff annually, evaluated and updated as necessary. The Crisis Plan is available for your review at any time. Please see the Front Office.

Please be aware that in case of an emergency and the school must be evacuated, all staff and students will be relocated to The Crossing, A Christian Church located at 7950 W. Windmill Lane, Las Vegas, NV, 89113.

IMMEDIATE PROBATION/SUSPENSION AND/OR DISMISSAL

We have the right to suspend, dismiss or decline the enrollment of a student if:

- At the discretion of the administration, a delinquent account of more than **TWO WEEKS**.
- Habitual lateness by parent/legal guardian or authorized escort in dropping off your student in the morning after 8:30 a.m. OR picking up your student after 5:00 pm.
- Excessive absences.
- Physical or disruptive behavior by a student which hurts other students, or staff and/or prevents the classroom environment to work for the other students and/or teacher.
- After careful review and consideration, the student's developmental needs cannot be achieved by our school.
- Disruptive behavior or actions by a parent/legal guardian to another student, staff or to the administration of the school.
- The Principal, in her opinion, feels it is in the best interest of GSCA and/or the student.
- Harassment, NOT limited to gossiping, libel/slander, racial or sexual harassment, ability or different harassment, verbal or physical bullying and electronic harassment by parent of student and /or student.
- **Any type of weapon(s) used to harm or threaten a student, staff member or any other person on campus.**
- The parent/legal guardian is still not satisfied by our best efforts.



2021-2022 ACADEMIC YEAR

DATE: _____

I HAVE COMPLETELY READ THE STUDENT HANDBOOK. **I AGREE TO ABIDE BY ALL THE PROCEDURES AND POLICIES.**

I understand the school may add, update, or amend the Student Handbook during the school year without prior notice. I will be given a copy of the changes at that time.

I have chosen the following as my tuition payment schedule:

- CYCLE A: PAYMENT EVERY 2 WEEKS**
- CYCLE B: PAYMENT EVERY 4 WEEKS**

IF YOU ARE PAYING WITH A CREDIT CARD (TUITION EXPRESS), YOU WILL BE CHARGED A \$6.00 FEE PER TRANSACTION.

A DELIQUENT ACCOUNT OF MORE THAN 2 WEEKS CAN LEAD YOUR STUDENT TO BE SUSPENDED UNTIL THE ACCOUNT IS PAID IN FULL.

STUDENT'S NAME: _____ CLASS: _____
PRINT NAME

PARENT/LEGAL GUARDIAN: _____ DATE: _____
SIGNATURE