



*LOVE GOD, LOVE CHILDREN, MAKE
A DIFFERENCE*

Elementary Parent & Student Handbook

GOOD SAMARITAN CHRISTIAN ACADEMY
A Ministry of Good Samaritan Lutheran Church
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REVISED JUNE 2024

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ADMINISTRATION

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Pastor

Miriam Dake

School Principal

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Assistant to the Principal

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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 my 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 and our students. 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 a 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

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 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 August 1st of the 2024/25 school year 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.

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.***

Church members have the benefit of a waived registration fee.

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
- ALL 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. The school calendar is sent home at the beginning of the school year containing information such as marking periods, holidays, vacation periods, activities, etc. The calendar may be changed throughout the year and parents will be notified immediately by text.

By referring to the calendar, many answers to school-related questions may be obtained quickly.

Elementary Curriculum 8:30 am – 3:00 pm

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 **\$5.00 per minute LATE FEE**. Three late pickups (after 5:00 pm) by a parent/legal guardian or authorized escort may be asked to register their student at another school that can better meet their hourly needs.

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

PROTOCOL FOR PARENTS VISITING THE SCHOOL

Parents are always welcome to visit ONLY their child or children at school. **These visits are for observations, conferences or fulfilling volunteer hours ONLY.** All appointments for visits are to be made at least 24 TO 48 hours in advance, NO EXCEPTIONS. This enables us to schedule a time that is convenient for your child's teacher as well as for the class.

Parent visitors will be required to check in at the front desk either in the Preschool building or in the Education building and sign in. At the time of check-in, a badge will be issued and be required to be worn while on campus.

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 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.

CLASSROOM OBSERVATIONS

Classroom observations are always permitted and always must be scheduled 24 to 48 hours prior. However, they are to be done without disrupting the classroom setting. Observations 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 classroom observation. All questions and concerns will be directed to the teacher at a predesignated time after the classroom observation.

PAYMENTS AND TUITION

The annual tuition is divided evenly over 41 weeks. PAYMENTS start the week school begins. 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 for on the Monday of your billing cycle. Your payment will be considered late by the first Wednesday of your billing cycle.

During the summer months, we offer Summer Camp K through second grade ONLY. Summer Camp tuition is due WEEKLY.

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 accounts to be suspended as well as your student will not be able to attend school until the account is current. *A delinquent account of more than **TWO WEEKS** can also result in dismissal.*

All accounts **MUST have a zero balance** to receive quarterly report cards. As well as a zero balance on **the Monday** of the final tuition schedule payment 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 April 1st. If you do not qualify, you will be promptly notified. Applicants who qualify for assistance are notified by email with the amount of financial assistance granted. Volunteer hours are **REQUIRED** for those who qualify for financial assistance. If you have received scholarship funds through the state, you will not qualify for our scholarship fund.

Financial aid is a separate application process through the FACTS system and the failure to be awarded financial aid is not cause for reimbursement of any school fees.

WITHDRAWALS

Withdrawal from the school requires written notice. Tuition **MUST** be current at the time of withdrawal to receive your school records and report card. *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 with your withdrawal form.***

BEFORE/AFTER SCHOOL CARE

Before/After School Care is offered to all Elementary students. An elementary student arriving BEFORE 8:00 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 \$575, regardless of how often a student attends.

PARKING PROCEDURES

- **SLOW DOWN WHEN ENTERING THE PARKING LOT.** The **Speed Limit is 5mph** when **dropping off or picking up.**
- If you see a car or truck speeding, please jot down the license plate, and call the school. We just want to keep our families safe.
- 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. **Please be aware of cars around you when pulling in or out of the parking lot.**
- Park in the rear parking lot behind the elementary building.
- **You may not leave a child (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. You must walk into the building to drop off and pick up.
- **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 with the correct time in the classroom every time your child arrives and departs. These are legal documents and are also vital for our school records, in case of fire drills or other emergencies, etc... Please note that **only** adults over the age of eighteen are permitted to pick up students; this includes siblings. Students arriving late will be signed in by teacher only.

AUTHORIZED ESCORTS

ONLY individuals listed on the Authorized Escorts list will be permitted to pick up a student. All escorts must be over 18 years of age. We ask that you keep your list *current*. Authorized Escorts must provide a picture ID to pick up a student. We will NOT release any student to an adult not on your list.

NO EXCEPTIONS.

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, which does not include the lunch hour, to be considered present that day. The State of Nevada mandates that a student attends school for 180 days. A student with twenty 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 \$15.00, the principal will choose a book from our age appropriate "Birthday Bookshelf." It will be read in their class or for the older students put in the class library with 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 incredibly special in our school. With your teacher's permission, we recommend that you bring your student's favorite cookie, doughnut, or muffins and their 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. Students not attending the field trip will need to remain at home that day.

ELECTRONICS

CELL PHONES, VIDEO GAMES, SMART WATCHES/FITBIT, and TOYS ARE NOT PERMITTED at GSCA. Please leave all these items in your car before dropping off your student.

SCHOOL UNIFORMS LABEL ALL CLOTHING

All students are required to wear the **MANDATED** Campus Club school uniform daily, **NO EXCEPTIONS**. Uniforms must be PURCHASE ONLY at **Campus Club Uniforms**. 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 ATTIRE:

BOYS

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

WHEN WEARING a short sleeve uniform shirt, a student may wear A **WHITE** (ONLY) LONG-SLEEVE TSHIRT/THERMAL SHIRT **under** your uniform shirt.

GIRLS

- **NO LEGGINGS NO LEGGINGS NO LEGGINGS**
- No sweatshirts over uniforms only button-down sweaters
- Campus Club uniform bottoms *or* jumper/skirts, skorts
(ONLY navy Playground shorts or navy or white colored tights, knee socks or socks **must** be worn when wearing jumper/skirt)
- Campus Club polo shirts or blouses with the school logo, short or long-sleeved shirts must be worn with uniform. (May wear **solid WHITE** long-sleeve thermal shirt under the short sleeve school shirt with jumper in winter months)

PE DAYS Tuesday and Friday ATTIRE Only:

BOYS AND GIRLS

- **Solid Blue Jeans** (FINGERTIP LENGTH FOR GIRLS) or Campus Club uniform bottoms
- Campus Club Good Samaritan Spirit T-shirt OR School uniform shirt

PLEASE NOTE:

NO open-toe/open-back shoes /Cowboy boots

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

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

NO Mohawk, Faux-hawk, shaved-design haircuts, boys' length of hair may not pass their shirt collar

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 the activities:

Kindness, Perseverance, Respect, Responsibility, Caring, Courage, Empathy, Honesty, and to be inclusive.

Standards of Good Conduct

Building and Classroom Behavior

- Willful disobedience, disruptive behavior in the classroom, as well as disrespectful 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 inside the school building.
- Students **will not bring cell phones or other electronic devices/ and or games.**
- Possession of drugs or weapons is prohibited.

Behavior on School Grounds

- Proper playground behavior is SAFE, FAIR PLAY. **NO PUSHING, SHOIVING, 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 always respectful of the lunchroom monitors.
- 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 softcover library books. **Fees will vary according to replacement costs for DAMAGED or LOST hard cover books** (library and/or textbook.)
- *Damage to the building, equipment and other school property becomes the responsibility of the offending student and or their parent(s).*

HOMEWORK

The purpose of homework is to develop a good home study habit. We suggest that the students have a quiet study place away from family activities. 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 3:10 pm because the front office is closed.

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 a 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. The textbooks that we use are Saxon, Wonders for Language Arts, our ACSI Science is Christian based. We also have supplemental resources for each grade to challenge our students. All grades have iPads.

Students are tested with the National standard testing of Terra Nova in the spring.

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 parents will be notified once the student becomes ill. You must plan to pick up your student within a **half 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 is 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 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 a child louse 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, 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 the 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 CAN NOT BE ADMINISTERED.**

COMMUNICATION

Communication, respect and understanding each other are especially important. 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 text 702 301 2020 or email info@goodsamcan.com or dake@goodsamcan.com with any questions.

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

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 it 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. **Facebook or other social media gossiping can be considered an abuse of someone’s character and or the reputation of the school and it is not tolerated.** 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 gossiping is not to listen or partake in this behavior.

Things you should know:

- Staff may use daily notes, speak with you personally, and/or phone calls on a as needed basis.
- 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 emotions 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 or Friday** 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/text 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, in a text 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 questions 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 **MUST** be followed:

1. Parent/Guardian will address the concern with the teacher if a resolution is not reached.
2. Parent/Guardian, Teacher and Principal will address the concern, if a resolution is not reached.
3. 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 are prepared to respond in an emergency, including, without limitation, a fire or natural disaster. The **staff reviews the Good Samaritan Christian Academy Crisis Plan** 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 or directly across the street at the Collaboration Foundation. Parents will receive a text in case of this emergency.

DISCIPLINE

The discipline policy is intended to establish a safe and healthy learning environment for all students. Establishing a structured expectation of discipline promotes the development of strong character traits and self-control.

Demerit Policy:

Only an administrator may issue demerits to GSCA students. The number of demerits issued will be at the discretion of the administrator and in response to the seriousness of the offense.

1. Cheating: **2 demerits**
2. Destruction or misuse of school property: **3-5 demerits**
3. Inappropriate language: **1-2 demerits**
4. Insubordination/ continual disruptive behavior: **2- 3 demerits**
5. Stealing: **3 demerits**
6. Fighting or being physically aggressive: **3-5 demerits**
7. Chronic tardiness: **1 demerit**
8. Inappropriate use of technology and/or cyberbullying: **3-5 demerits**
9. Bringing unsafe items to school: **3-5 demerits**

Automatic suspension and 3-5 demerits

1. Fighting or physical harassment
2. Threats to other students or the school

Consequence for Demerit Policy

1-2 demerits: File noted, demerit slip sent home for parent signature.

3 demerits: File noted, parents informed.

5 demerits: probation period and suspension from all extra-curricular activities, including field trips, after school activities and special events.

6 demerits: 1 day suspension, parent meeting. Continued probationary period and suspension from all after school activities.

7-9 demerits: 2-day suspension, enrollment subject to termination, student may not be invited back for the following school year.

10 demerits: Automatic expulsion from GSCA

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, after much prayer and discussions, feels it is in the best interest of GSCA and/or the student.
- Harassment, NOT limited to gossiping, libel/slander on social media about our staff members or about the academy.
- Unsubstantiated **Facebook** pages and/or groups not affiliated with the Academy's administration will not be tolerated.
- Racial or sexual harassment.
- Verbal or physical bullying and electronic harassment by a parent of a student, to another student, parent or staff is unacceptable.
- **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.*



I HAVE COMPLETELY READ THE STUDENT HANDBOOK and HAVE also INTIALED THE QUICK REFERENCE PAGE. **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

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