



# Parent (Guardian)/Student Handbook 2021-2022

**Phone: 225-387-5082**  
**8538 GSRI Avenue, Baton Rouge, LA 70810**  
**[www.gardereschool.com](http://www.gardereschool.com)**

**School Hours K-5<sup>th</sup> grades:**  
**Monday – Thursday 7:30am-3:30pm;**  
**Friday 7:30am-2:30pm**

**School Hours Pre-K:**  
**Monday – Thursday 8:30am-3:30pm;**  
**Friday 8:30am-2:30pm**

**Before and After Care available as outlined in Handbook**

*Gardere Community Christian School admits students of any race, color, national or ethnic origin, gender, or religion to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Gardere Community Christian School does not discriminate on the basis of race, color, national or ethnic origin, gender, or religion in administration of its educational policies, admissions policies, tuition assistance programs, and other school-administered programs*

*While the Christian Faith is not a factor in the admission process, it is a daily part of life for students and staff including participation in Bible study, worship services and chapel attendance.*



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**THE MISSION:** to provide a firm Christian foundation in the educational and spiritual life of children in the Gardere neighborhood, encouraging them to grow into and become the person God created them to be.

**THE VISION:** to build a Christian elementary school in the Gardere community. It will provide the necessary education for children and their families to overcome obstacles and develop their God given talents, strengths and abilities.

**THE GOAL:** to make a high quality, Christian education available to every child and family in the Gardere area, regardless of their financial circumstances.

***The Commitment from the School:*** The faculty and staff of Gardere Community Christian School pledge by God's grace to uphold the principles and guidelines of this handbook as we assist each parent and guardian in educating and training their child. We are committed to excellence in three primary areas:

- First, we focus on students learning well and mastering core academic subjects essential to future achievement and success. Our academics are strong. Our students learn, succeed, and thrive as they build confidence in their future through subjects such as reading, oral and written language, math, science, history (encompassing the social studies), physical education, health and nutrition, and enrichments in art and music.
- Equally important, we believe instruction in spiritual and character development is integral in providing a firm foundation. Our school teaches students to live and learn according to God's biblical plan. Our students are taught that they are God's children; He created them, loves them and has a special plan for them.
- Finally, the school positively interacts with the family and community to bring about positive change. Our school is community-centered as we are providing new opportunities and lasting social benefits. Parents are partners who are involved and invested; therefore, academics improve for their children.

### **Statement of Faith**

- We believe that the Scriptures are the very Word of God in their entirety and, therefore, are our authority in matters of faith and practice.
- We believe in one God, creator of the universe, eternally existing in the persons of the Father, the Son, and the Holy Spirit.
- We believe that God created man in His own image, and when man disobeyed God, he fell from grace and brought sin into the world.
- We believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, crucified for our sin, and raised from the dead in eternal victory. He is undiminished deity and genuine humanity in one person.
- We believe that the Holy Spirit is a personal Being who convicts the world of sin and who regenerates, indwells, empowers, guides, and seals believers eternally for God.
- We believe that regeneration by the Holy Spirit is absolutely necessary for the salvation of lost sinners, and those who receive the Lord Jesus Christ by faith are born again into the family of God.
- We believe that the family of God is the church, which is the body of believers of which Christ is the head.
- We believe that Heaven is the abode of God and the place of eternal joy for the saved, and that Hell is the place of eternal punishment of separation from God for the lost.



## **Student Expectations**

At Gardere Community Christian School, students are expected to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality, conduct, honesty and correct body language. Students are to display these Christian standards through the avenues below.

### **Respect**

- Students are to demonstrate respect for authority - God, administrators, faculty, staff, volunteers, parents and visitors.
- Students are to demonstrate respect for schoolmates - in all classrooms, lunchroom, hallways, at recess, on the way to and from school – at all times!
- Students are to demonstrate respect for self - in attitude, dress, speech, body language, and treatment of others, reflected in all ways to all others.

### **Classroom Courtesy**

- Students are expected to be in attendance for every class and seated on time.
- Students are expected to come to class prepared each day with the tools necessary for learning, including pencils, paper, textbooks, homework, etc. and above all – with the right attitude.
- Students are expected to be active learning participants and be involved in class discussions and activities, responding and relating appropriately when called upon or working in groups.
- Students are expected to stand and sit up straight and walk with their heads held high in expectation of the good Christ brings to them.
- Students are expected to help keep their classrooms clean and presentable by picking up any visible trash or paper and by caring for school property.
- Students are NOT to have any electronic devices and cell phones of any kind in school (including but not limited to, iPods, MP3 players, Game Boys, etc.). Any electronic devices or cell phones seen or found on school property will be kept in the school office until the parent/guardian is contacted and the parent/guardian comes into the office to pick them up. Cell phones or electronic devices will NOT be given back to students.
- Students are NOT to have gum in school AT ANY TIME – not in any building or on the playground.

### **Hall Courtesy**

- Students are to walk quietly in the hallways.
- Students are to keep their hands and feet off the walls and each other.
- Students are to greet others they may meet in the hallway courteously and with a smile.

### **Lunchtime Courtesy**

- Students are to show respect toward God and be thankful for the food provided for them.
- Students are to show respect toward and be thankful for all of our GCCS mealtime workers and volunteers.
- Students are to demonstrate good manners and appropriate voice level when speaking to others.
- Students are to demonstrate good manners in speaking to those at his/her table, never yelling to others at different tables.
- Students are to demonstrate self-discipline by cleaning up personal food area (including table, seating and floor).

### **Building and School Grounds Courtesy**

- Students are to treat school property with care and respect.
- Students and their parents/guardians are held responsible for deliberate damage to school property.



### **Student Pledge**

I am a learner, a thinker and an achiever. I pledge to strive for academic success now so I can have life success in the future.

I am made and loved by God. I pledge to follow Him and His plans for me.

I am an important member of my family, my school and my community. I pledge to be responsible, respectful and humble because my words and actions make a difference.

I am growing "in wisdom and stature, and in favor with God and man."

I am a **GCCS Eagle!**

### **Pledge to the Bible:**

I pledge allegiance to the Bible, God's Holy Word; I will make it a lamp unto my feet and a light unto my path; I will hide its words in my heart that I might not sin against God.

### **Pledge to the Christian Flag:**

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands; one Savior, crucified, buried, risen, and coming again, with life and liberty to all who believe.

### **Pledge to the American Flag:**

I pledge allegiance to the Flag of the United States of America and to the republic for which it stands: one nation under God, indivisible, with liberty and justice for all.

### **Student Creed – Psalm 119:1-8**

"Blessed are they whose ways are blameless, who walk according to the law of the LORD.

Blessed are they who keep his statutes and seek him with all their heart.

They do nothing wrong; they walk in His ways.

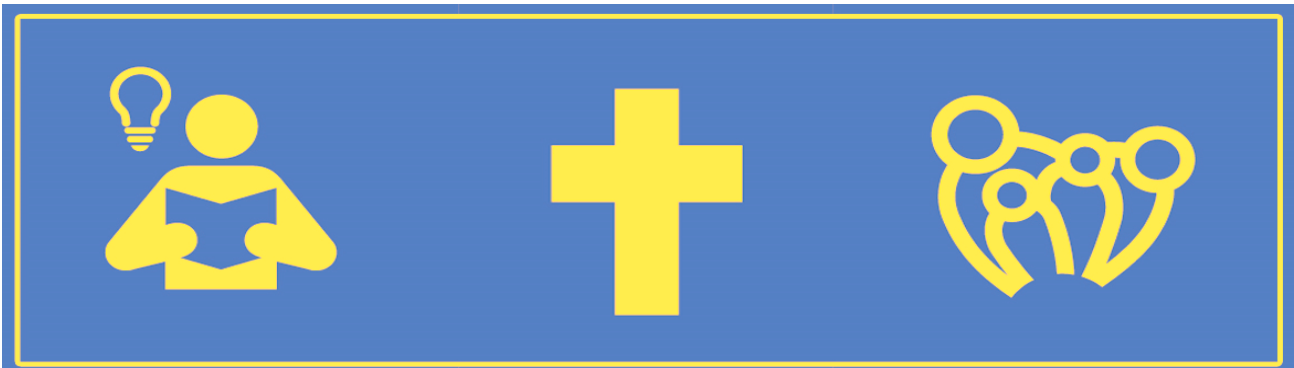
You, God, have laid down precepts that are to be fully obeyed.

Oh, that my ways were steadfast in obeying your decrees!

Then I would not be put to shame when I consider all your commands.

I will praise you with an upright heart as I learn your righteous laws.

I will obey your decrees; do not utterly forsake me."





## **Gardere Community Christian School Policies/Procedures**

### **Tuition and Fees Policies:**

Please see your Tuition and Fees Policies/Contract as per your registration at GCCS. For your convenience, you may now pay using PayPal or CashApp. Our CashApp school's ID is \$gardereschool. If you choose to pay using one of these apps, please add the following convenience fee to your payment:

Payment: \$1 - \$200 = \$5 Fee

Payment: \$201 - \$400 = \$10 Fee

Payment: \$401 - \$600 = \$15 Fee

Payment: \$601 - \$800 = \$20 Fee

Payment: \$801 - \$1,000 = \$25 Fee

Payment Over \$1,000 = \$50 Fee

### **Academic Policies:**

The goals of our curriculum are to help children develop a positive sense of self (who they are in God), be active and creative explorers, and in the process become enthusiastic learners. We hope that our students develop confidence mentally, emotionally, and physically, becoming responsible explorers of the world around them. We want our students to think creatively and begin seeing things from different perspectives. We hope to sharpen their skills, increase their knowledge, and to instill in them a lifelong love for learning. We want to motivate them to investigate possibilities and provide them with opportunities through all areas of curriculum and development.

**Parent-Teacher Conferences:** Parents are required to attend a conference at the end of each quarter to review their student's progress. Additional conferences may be called by the teacher, parent or administration as needed.

**Report Cards:** Students in K-5<sup>th</sup> grades will be given report cards at the end of each quarter, advising parents/guardians of academic strengths and weaknesses, conduct, and progress. Report cards will be given through a parent conference.

**Homework:** Homework is defined as all outside assignments that are averaged into the student's grade. Not all homework will be graded, but completion of homework is averaged into the student's grade. Special long-term projects may require extra homework time. Homework is assigned for these purposes: fluency and concept development, enrichment, and application practice.

**Homework assignments must be completed on time and written properly.** In the lower grades, homework is usually assigned Monday – Thursday evenings. Over all holiday breaks students will be required to complete a packet which is due upon the first day back in school. Students have three (3) days after they return to school after an absence to turn in all missed work including homework. The time required to complete homework varies depending on the grade level, ability and personality of the student. For missing assignments and homework, the student may miss recess and/or enrichment classes for the day according to teacher discretion. The student will complete the missed work during that time. Unexcused absences or several missed assignments will result in lower grades and a parent/guardian conference.

**After School Programs:** At GCCS we encourage students to be involved in after school sports and special programs, provided for students in grades 1-5 only. After School Programs run September-November and February-April. Students must sign up for participation in this program.



**Meal Policy:** GCCS is blessed to offer free breakfast and lunch to all PreK3-5th grade students. Bringing in outside food for any meals is not allowed. If your student has food allergies, a doctor's note is required to make substitutions.

### **Attendance Policies:**

Faithful school attendance is critical to a successful school experience. The following rules are designed to help the student maintain consistent attendance, help parents fulfill their responsibility, and allow the student to receive all the educational benefits to which they are entitled.

While we realize some absences are inevitable and unavoidable, in order to obtain the maximum benefit from our academic program, parents must strive to have students in class **every day**. While some elements of a missed classroom experience can be made up, other facets can never be reproduced or repeated, thus attendance policies at GCCS are strictly adhered to and enforced. Parental support and mutual cooperation in this area is necessary and will be greatly appreciated. Attendance will be reported on report cards. A parent meeting will be called by the school if attendance requirements are not met. **To be marked as fully present, a child must be on time and not check out early.**

**Excused and Unexcused Absences:** Absences are considered unexcused unless a note or e-mail is received by the school office from the parent within 5 days of the absence. For medical absences of three or more days, a doctor's note is required. Habitual, intentional or unexcused absences will result in disciplinary action and/or an academic penalty. If a student misses more than 10 days per semester/20 days per year (excused or unexcused), it could affect the student's promotion and/or re-enrollment at GCCS.

**School Tardiness:** Punctuality to school is important. While unforeseen problems may occur in getting to school on time, every effort should be made for students to be on time everyday. School opens at 7:25am for students (8:25am for Pre-K). **Any student arriving after 7:40am is considered tardy (8:40am for Pre-K).** In order for a tardy to be excused, a note or e-mail must be received by the teacher or office within one day and must be for an appointment that could not have been scheduled otherwise. Chronic or habitual lateness may result in academic or disciplinary action. Arrival after 10:30am will be considered a half day attendance day. **Parents must park in a parking space and come in to sign their child out.**

**Early Checkout:** Again, in order to obtain the maximum benefit from our academic program, students need to be in school **the entire day**. We understand the need for medical and/or dental appointments at a time convenient for families, yet we ask that parents and guardians try to limit these during school hours and try to make appointments in the late afternoon hours when they are able. To be excused, the parent must provide a doctor's note within the next five days. **\*\*There is no early checkout within 30 minutes of dismissal time, please wait in the carpool line at that time.**

**Late Pick-Up:** School ends promptly at 3:30pm Monday through Thursday, 2:30pm on Fridays and 5:00pm for After School Program Days. You will be considered late once carpool has ended. If you are late picking up your child/children, there will be an additional fee added to your account of \$5.00 for the first fifteen minute segment you are late with an additional \$5.00 charge every five minutes over (That means if you are 1-15 minutes late there will be a charge of \$5.00, 16-20 minutes late \$10.00, 20-25 minutes late \$15.00, and so on). Students WILL NOT be taken to after school care but will wait with a staff member at the front office entry to wait for your arrival. **Parents must park in a parking space and come in to sign their child out.**

**Before and After School Care:** Before Care is available for all grades Monday through Friday from 7:00am-8:30am. After School Care is available for all grades Monday through Thursday from 3:45-5 pm, Friday from 2:45-4 pm. Cost is \$5 per half hour session, per child. Please see the front office for payment and scheduling options. **NO after care on early dismissal or vacation days.**





## **Student Dress Code Policy:**

### **All students:**

**Pants or shorts** – Navy for Pre-K-5<sup>th</sup> grades; NO jeans, biking shorts or stretch pants.

**Shoes & Socks** – Closed toe shoes/sneakers/tennis shoes only. NO lighted sneakers, flip flops, slippers, slippery bottom shoes, heels or sandals. ONLY SOLID COLOR BLUE, BLACK OR WHITE SOCKS ALLOWED.

**Belts** – Black, blue or brown belts must be worn with all bottoms with belt loops.

**Shirts** –Pre-K: Navy GCCS T-shirt with logo. K-5<sup>th</sup> grades: White GCCS polo with logo (which must be tucked in at all times). Solid white turtlenecks or crewneck shirt may be worn under school shirt in winter only.

**\*\*\*3rd-5th grades will be expected to wear a button down GCCS shirt and tie (boys- long neck tie; girls short cross over tie) and plaid skirt for girls and navy pants for boys on dress up days – every Friday from September to May.**

**Outerwear** – Navy blue lined zip-up windbreaker, plain navy blue sweater or GCCS sweatshirt only.

**Jewelry** – Earrings: girls only, studs only - no hoops; Necklaces: maximum charm or medallion size one half inch, all necklaces must be tucked into shirt at all times; no other jewelry is acceptable. **Headbands must be blue, black, or white; no other headbands are acceptable including animal or character themed.**

**Masks**- If masks are required, they are part of the uniform and must be worn to enter the school. If a student does not have a mask, their account will be charged \$2 for a mask.

**Water bottles**- If water fountains can not be used, students must provide their own reusable water bottles.

### **BOYS:**

**Undershirts** – All K-5<sup>th</sup> grade boys are expected to wear a solid white undershirt under their GCCS polo.

### **GIRLS:**

**Skirts, skorts or jumpers** – navy, no more than 4 inches above the knee, may be worn with navy or white tights or navy or white socks only (no leggings or patterned tights).

**Shoes** –Black or navy blue shoes with an inch, or lower, heel may be worn on “mandatory dress-up” days only.

**Undershirts** – All girls K-5<sup>th</sup> grade are expected to wear a solid white undershirt under their GCCS polo. Only white T-shirts or camisole tops. Older girls are expected to wear the proper under clothing in appropriate solid colors under their camisoles.

**Purses** – No purses are allowed. Purses will be confiscated and returned to the parent at the end of the day. Purses are allowed for older students on an as needed basis. The school has the right to check purses, if needed.

**The dress code will be strictly enforced with the belief that how we dress reflects who we are and demonstrates adherence to the rules and respect for the community.**

ALL STUDENTS ARE EXPECTED TO WEAR A CLEAN UNIFORM DAILY. If a student is not dressed in proper uniform, according to the guidelines above, the student will need to go home and change right from carpool or he/she will be removed from the classroom and the parent/guardian will be called. **The student will be sent home to change. This includes if your child needs to change his/her undershirt into a white undershirt.** It will then be the responsibility of the parent/guardian to provide transportation back to school in a timely manner. The student will be expected to attend school and will be marked as having an unexcused tardy. If the parent does not make sure the child is in school that day, it will be an unexcused absence. Five or more unexcused





dress code related absences will be cause for an admissions review. **The school will not be responsible for offering your child the proper uniform attire.**

### **Parent Involvement:**

We want to promote the highest standard of home and school life for the spiritual, mental, social, and physical welfare of our children. We believe our school will be effective to the degree that we have parent involvement. All family units are required to volunteer at least two hours each month (including state scholarship families). If a parent volunteers over the required annual twenty hours, they will receive tuition/fee credit of \$8.00 per additional hour up to the amount they owe. There are a variety of ways parents may volunteer: meal time servers, recess supervisors, carpooling other students, special GCCS dinner/programs helpers/servers, front door reception, new GCCS student referrals, and as teachers' aides. Parents/guardians are also required to attend two workshops or meetings per quarter as part of keeping their child/children enrolled. Quarterly parent conferences are required and considered as a meeting. Depending on the type of work a parent volunteer provides in the school, he/she may be required to complete a background check.

**Parent Access, Volunteers and Visitors on Campus:** All parents, volunteers and visitors must sign-in with the school office upon arrival and wear a parent/visitor badge while on the school campus. Proper attire is required; all parents, volunteers and visitors are expected to dress modestly while on campus. Please refrain from tight, low cut clothing that could be seen as revealing. The administration has the right and responsibility to refuse any visitor from entering the campus or facility at any time. Visitors must sign out and return the parent/visitor badge before leaving the campus. **While visiting the classroom, parents are asked not to disrupt the education of their child, other children, or attempt to conduct individual conversations with the teacher during instructional time.**

**Birthday Celebrations:** We celebrate student birthdays here at GCCS, being thankful for the person God has created. **With teacher approval and in a week's advance**, parents are welcome to bring a simple special treat (cupcakes and/or ice cream cup) to their child's class for the student's birthday celebration, making sure there is enough for all class members. Times must be approved by the child's teacher. Student birthday gifts may NOT be given at school. If a student is celebrating outside of school, invitations may not be given out at school unless all students in the class are invited.

### **Carpool and Parking:**

**Morning and Afternoon Carpool:** Students must be dropped off in the morning and picked up in the afternoon by the side gate entrance. A teacher or staff member will be there to open the vehicle doors and help students exit or enter the cars. Cars must enter the parking lot on the Seaboard Avenue entrance and exit onto GSRI Avenue. If there is a line of cars, cars must proceed down GSRI Avenue, turn right on Jade and come around the block to Seaboard Avenue, getting in line on the school side of the street. Do not form a carpool line along GSRI Avenue. Students will only be placed in a car with the proper car restraints (number of seatbelts and proper car seats). Otherwise parents must park and sign their child/children out at the end of carpool.

\*\*\*In weather that could be dangerous for dismissal, we may need to delay carpool until the storm calms. Parents are asked to wait in their cars and demonstrate patience.

**Parking:** Anyone needing to park during school hours from 7:00am-5pm must not park on the school side of the parking lot. Parking in the parking lot must be facing GSRI Avenue at those times. Also, please do not park



along Seaboard Avenue **or in the carpool line when coming into the school** at these times. Parking is permitted in the lot across Seaboard Avenue.

### **Tobacco, Drug, and Alcohol-Free Campus:**

GCCS is a tobacco-free campus. Tobacco products are not permitted anywhere on the campus, including playgrounds or in any vehicle used to transport children during school hours of operation. Gardere Community Christian School and the area immediately around the school remains a DRUG AND ALCOHOL FREE ZONE.

- Gardere Community Christian School is a drug free zone, extending to one thousand feet of school property.
- A felony violation of the Uniform Controlled Dangerous Substances Law will subject the offender to severe penalties under law.

### **Medication Policy:**

Medication should never be sent with a child. If a child is to receive any physician prescribed medication during the school day, the parent or guardian must provide the school office with the prescribed medication and a prescription and/or instructions signed by the child's physician and the parent, using the ***State of Louisiana Medication Order*** or similar form. The medication will be kept in the front office and dispensed according to the doctor's instructions. Medicine must be properly labeled. Written authorization to dispense a medication will be limited to two weeks unless otherwise prescribed by a physician. The parent must also sign a ***GCCS Consent for Medication Administration*** form. All medicine sent to the school must be kept and administered **in the school office. MEDICINE MUST BE IN THE ORIGINAL CONTAINER** and the following information should be clearly written as instructions from the physician and signed by the physician.

- Child's name
- Medicine name and dosage
- Time, date, and reason medicine is being administered
- Signature of physician
- Signature of parent
- Phone number where parent can be reached during the day

Parents must provide any over-the-counter medications for their children. This medication will be kept in the school office and should be picked up at the end of the school year. Dispensing over the counter medication to a student requires clearing with the office staff, a doctor's orders, and completion of a ***GCCS Consent for Medication Administration*** form including the dispensing instructions to be kept on file in the school office. If a child requires medication during school hours and the required authorizations are not on file, it will be necessary for the parent/guardian to stop by and personally administer the medication to the student. ***The medication forms are available through the school office and must be signed in the appropriate areas by the physician and parent/guardian.***

### **Student Illness:**

If your child is ill, please DO NOT send him/her to school. If your child experiences fever, vomiting, or diarrhea they **MUST BE SYMPTOM FREE FOR 24 HOURS BEFORE RETURNING TO SCHOOL**. If your child has checked out for the above symptoms they cannot return to school the next day.



If your child has lice or has been sent home for having lice, they are not to return to school until they are lice free and have been checked by the front office.

### **Responsible Use of Technology Agreement:**

GCCS makes a variety of information technologies available to students including tablets, computers and internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, collaboration and communication as well as offering access to unlimited information sources. Our students must develop the research, information fluency, and technology skills that will allow them to be successful in this digital world, as well as the skills necessary to live safely and ethically. Illegal, unethical or inappropriate use of these technologies can have harmful consequences for our students, families, faculty and staff. The Responsible Use of Technology Agreement (RUTA) is intended to minimize the likelihood of harm by educating our students and setting standards which will serve the school and its students. Parents and students are required to sign the RUTA provided by the child's classroom teacher.

### **GCCS School-Wide Behavior Infraction Response Plan:**

Gardere Community Christian School will maintain a level system for handling infractions of behavioral expectations. Outlined below is the level system along with the instructions for handling such infractions:

#### **Level 1 behavior infractions include:**

- Inappropriate language (cursing)
- Physical aggression (pushing, shoving, etc. that doesn't lead to more aggressive behaviors or doesn't require an incident report)
- Defiance, disrespect, insubordination, non-compliance
- Lying, cheating
- Harassment, teasing, taunting (physical and/or verbal)
- Disruption, excessive talking
- Dress code violation
- Not prepared for class

Step 1: Level 1 infractions are to be handled by the classroom teacher or staff member witnessing such infractions. The infractions should be noted on the student's weekly progress report.

Step 2: If infractions persist, the classroom teacher should call the parent and set up a formal parent-teacher conference. Together they will meet with the student for the purpose of goal setting. The teacher is responsible for notifying the principal about the conference through email. The teacher and parent are to fill out the *Behavior Goal Sheet*, documenting the meeting's objectives, goals, and next steps. One copy is to be placed into the student's classroom file and the other is to be turned into the principal.

Step 3: If Level 1 infractions have not improved after 2 weeks, the teacher will work with the principal or assistant principal in scheduling a parent-teacher-principal conference. The parent will be contacted regarding the date and time of the conference. During the conference, attending participants will fill out the Parent-Teacher-Principal Conference form and attach the required documents. If infractions continue, teachers will follow Level 2 procedures.

#### **Level 2 behavior infractions include:**



- Abusive language (threat of physical harm, offensive racial/sexual comments)
- Fighting (defined as punching, kicking, or actions that require an incident report)
- Forgery, theft
- Property damage
- Vandalism (irreversible destruction of school property)
- Violation of technology guidelines
- Repeated Level 1 offences

Level 2 infractions must be referred to the principal. Teachers will complete a *GCCS Discipline Referral* form to be sent to the office. Students able to stay in the classroom may be put in isolated instruction until an administrator is available. On the same day, the teacher or staff member witnessing the infraction should communicate the details to the parents by phone. After meeting with the student, an administrator will give a copy of the *GCCS Discipline Referral* form to the student for parent signature. Student must return the signed copy to the office. At the principal's discretion, suspension is a viable option for level 2 behaviors.

**Level 3 behaviors include:**

- Intense physical aggression leading to severe bodily harm to another student/ staff
- Arson
- Bomb threat, false alarm
- Use, possession of alcohol
- Use, possession of prescription or non-prescription drugs
- Use, possession of tobacco
- Use, possession of weapons
- Repeated Level 2 offences

Level 3 behaviors must be referred to the office immediately. Teachers or an administrator will complete a *GCCS Discipline Referral* form. Consequences for students who engage in level 3 behaviors will include removal from the classroom. At the principal's discretion, suspension or expulsion is a viable option for level 3 behaviors.

**Bullying Policy:**

GCCS recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, supports academic achievement and displays Christian values. To protect the rights of all students and groups for a safe and secure learning environment, GCCS prohibits acts of bullying, harassment, and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school's ability to educate its students and a student's ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to never tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for student behavior.

**Definition:**

"Bullying" or "harassment" is any pattern of behavior, gesture or written, verbal, graphic, or physical act including electronically transmitted acts that are reasonably perceived as being intimidating, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress. Such behaviors are considered to be bullying or harassment whether they take place on school property, at any school-sponsored function, or in a school vehicle where a child's imminent safety or overall well-being may be at issue.



GCCS believes that standards for student behavior must be set through interaction among the students, parents and guardians, staff, volunteers and community members of the school, producing an atmosphere that encourages students to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, parents, volunteers and community members.

GCCS believes that the best discipline for aggressive behavior is designed to (1) support students in taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and to solve problems that motivated the aggressive behavior. Staff members who interact with students shall apply best practices designed to *prevent* discipline problems and encourage students' abilities to develop self-discipline and make better choices in the future.

#### Factors for Determining Consequences:

- Age, development, and maturity levels of the parties involved
- Degree of harm (physical and/or emotional distress)
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

#### Examples of Consequences:

- Verbal and written warning
- Participation in a guided reflection process designed to teach alternative behavior
- Temporary removal from the classroom and referral to disciplinarian
- Loss of privileges
- Classroom or administrative detention
- In-school suspension during the school week or the weekend, for students
- Out-of-school suspension
- Expulsion or termination

#### Procedures for Intervention:

- All staff, students and caregivers will receive a copy of the policy prohibiting bullying at the beginning of the school year.
- All staff, volunteers and students shall immediately report incidents of bullying, harassment or intimidation to the school principal, teacher, or staff member. School staff members are expected to immediately intervene when they are notified or witness a bullying incident. Each complaint of bullying shall be promptly investigated.
- GCCS will keep a record of all bullying and harassment incidents.

#### When Bullying is Reported:

1. Investigation: Upon receipt of a bullying or harassment report an investigation will begin. The investigation will begin no later than the next business day after a report is received by the school principal. The investigation will be completed no later than ten days after the report is received. The investigation shall include interviewing the victim, accused, witnesses and staff separately.
2. Notification: Caregivers of the victim and accused will be notified of the incident/ investigation via phone.



3. Discipline: If charged with bullying or harassment, the accused will receive age appropriate consequences (see examples of consequences). Caregivers of victim and accused will be required to meet with school principal or designated disciplinarian separately to discuss investigation findings.
4. Documentation: Written documentation containing the findings of the investigation and decided disciplinary actions.

### **Mandatory Reporting to Department of Children and Family Services Policy:**

We care deeply about the safety and welfare of all of our children at GCCS. Additionally, we are required to report to DCFS any suspected incidents of child abuse that may have occurred in your home or elsewhere. To that end, we have a team that consists of the principal, school counselor and teacher/staff member doing the reporting to discuss whether it is something that needs to be reported or not. If we report, we do not have to inform you of it, nor will DCFS disclose where the report came from. We are informing you up front that this happens occasionally and occasionally DCFS does get involved to investigate the matter. Their goal is to help you and to protect the child/ren. Please know that we take this very seriously as we want our children in the best environment for learning and social growth possible, as you do. If you have any questions about what constitutes child abuse, please go to the DCFS website, <http://www.dcf.louisiana.gov/page/109#definitions> or talk to our school counselor. Either is glad to receive your questions.

### **School Weapons Policy:**

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when on school property. Adults with a weapon shall immediately be asked to leave the school premises and will be reported to law enforcement. The purpose of this policy is to help assure that Gardere Community Christian School is a safe school environment for students, staff and the public.

A student possessing and/or displaying, using or threatening to use any weapon or instrument that could be considered as a weapon on the school campus or at school sponsored activities, shall be subject to disciplinary action. Immediate actions will be:

- Confiscation of weapon(s)
- Isolation of student with administrative staff
- Notification of parents or guardians
- Notification of law enforcement officials

Disciplinary action shall include immediate suspension for a period determined by school administration and may also result in permanent expulsion.

### **Search Policy:**

GCCS reserves the right to invite Law Enforcement personnel on campus to provide assistance in searches at any time. Lockers and desks are school property and are subject to search by school officials at any time. Personal possessions, such as book bags, gym bags, student purses and automobiles, while on campus, are subject to search by school officials and law enforcement personnel at any time.

### **Grievances:**

All parents are asked to take concerns to the appropriate party. If there is a grievance or a complaint concerning a classroom matter, the parent should speak with the appropriate faculty member (teacher). If the problem cannot be resolved in this manner, it is appropriate that the grievance be taken to the Principal, **with the knowledge of the faculty or staff member**. If there is a concern about school policy and/or direction, parents should go to the Principal. The Board of Directors has delegated responsibility and authority over the school's operational matters to the Principal. Therefore, they will direct parents to take all such matters to the Principal. If the problem cannot



be resolved in this manner, it is appropriate that the grievance be put in writing and sent to the Board of Directors. The Board of Directors will then initiate an investigation and contact the parent concerned. Any grievance sent to the Board will be considered no later than fourteen days after the written grievance is received. In each case, parents are asked to go to the appropriate source rather than to another parent or a person unaffiliated with the school.

### **Due Process:**

1. Students shall be afforded due process in accordance with applicable law, school policy, and implementing regulations. This means students will:
  - Be informed of accusations against them;
  - Have the opportunity to admit or deny the accusations;
  - Have the factual basis for the accusations explained to them; and
  - Have a chance to present an alternative factual position if the accusation is denied.
2. **The Principal is the final authority** for all disciplinary matters. In the event that there is a long-term suspension (11 days or more), dismissal or an expulsion, the student or guardian has five days to request a hearing before the Board of Directors. The decision by the Board of Directors shall be considered final in this matter.





## **Parent/Guardian Responsibilities**

**The Parent Commitment:** We are in support of the educational philosophy, objectives, Parent (Guardian)/Student School Handbook policies and procedures, standards of conduct, and the principles of this covenant. We will cooperate with the teachers and staff in a spirit of partnership in the education and training of our child. If at any time, we can no longer work together in a spirit of unity, and all reasonable avenues of communication are exhausted, we will withdraw our child from Gardere Community Christian School. We understand that failure by our child to uphold these principles and guidelines of this handbook may result in dismissal from GCCS. **I promise:**

- to ensure that my child/children are in school every day in correct and complete uniform with required books, homework, materials and/or supplies. I know that I am responsible to call the school if my child is going to be absent and also must send a note explaining their absence when they return to school. If my child is ill for more than two days, I must take them to the doctor and get a doctor's note for their return to school and that only illness is a reason for not attending school. I am aware that missing school will disrupt my child's progress and performance so I will make it a priority for my child's well-being to ensure they are in school when expected. I am aware that too many days absent will mean a parent meeting with the administration and action may be taken by the school as far as continued enrollment. I have been given a copy of the school dress code and know that it is my responsibility to make sure my child/children are in compliance with the dress code requirements.
- to ensure my child/children arrive on time for school each day. I also know it is my responsibility to be on time to have my child/children picked up from school each day. I am aware that late arrivals for school or for pick up may disrupt my child's day and performance so I will make it a priority for my child's well-being. I am also aware that too many late arrivals for school will mean a parent meeting with the administration. Action may be taken by the school as far as continued enrollment and late arrival to pick up my child will mean an added fee to my payment.
- that as part of the enrollment of my child, I am expected to fulfill at least two (2) hours per month of volunteer work for the school and attend parent workshops/meetings as scheduled by the school. The school will work with my schedule and circumstances in helping me complete my hours and that volunteering can be in many forms, including making phone calls, handing out flyers, transporting other students or parents to school or to meetings, serving breakfast and lunch, classroom or recess assistance, etc.
- to attend all parent/teacher conferences as is required. If I am unable to attend at the designated time, I must call to arrange an alternative time.
- to work with the school staff to promote appropriate speech, behavior and attitude toward learning in accordance with the standards and expectations of Gardere Community Christian School.
- to provide my child/children with a quiet environment for homework and studies, establish a healthy schedule to include adequate sleep each night, provide help as needed for homework and project assignments. This includes, but is not limited to, checking work for accuracy, neatness, understanding and completion on time.
- to check folders and/or backpacks daily. I will read, sign and return papers to teachers or the office promptly as indicated on each paper that requires this, including field trip forms, conduct reports, homework/agenda sheets, etc.
- to meet all financial, workshop/meeting and service obligations in a timely manner.
- to teach my child/children proper hygiene and a personal appearance that reflects Christian values and follows all uniform and dress code policy guidelines.

***My signature below indicates that I have read, agree, and will abide to do my best in fulfilling my parental responsibilities described in this handbook and above to help my child/children perform their best in Gardere Community Christian School. If, for***



*any reason, I am having difficulty performing my responsibilities, I will inform the school and meet with them for assistance with the intention of working together for the benefit of my child/children.*

Guardian Signature: \_\_\_\_\_ Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name/s and grade: \_\_\_\_\_

### **Student Responsibilities**

**The Student Commitment:** I desire to attend Gardere Community Christian School and I am willing to be under the authority of my parents in submitting and deferring to their wishes concerning enrollment at GCCS. I understand that the Christian teachers, staff and administration are in partnership with my parents. I will strive to obey them also as they seek to train according to God's Word. With the help of the Holy Spirit, I will seek to live a godly life in and out of school in order that Jesus Christ will be glorified.

I understand that failure to uphold these principles, guidelines of the Parent/Student Handbook, and school rules may result in my dismissal from Gardere Community Christian School.

#### **I promise:**

- to attend school every day in correct and complete uniform.
- to complete all my in-class and homework assignments and prepare for quizzes and exams.
- to participate appropriately in class and all other areas of the school.
- to share in the responsibility of keeping all school property and the school building in good condition. I will help by taking part of disposing of trash properly, keeping classrooms and common areas clean and being respectful of personal and school property.
- to show respect for Gardere Community Christian School staff by being cooperative, speaking politely, displaying appropriate body language, and following instructions.
- to use proper and correct English when speaking and writing.
- to show respect and concern for other Gardere Community Christian School students by participating in classes, supporting others (in and out of class) and behaving in a proper and dignified manner.
- to help create a safe, supportive environment that is free of aggressive behaviors such as fighting, bullying, name calling, inappropriate body language or hitting others.
- to actively participate in community service projects as required by Gardere Community Christian School.

*My signature below indicates that, I have read or someone has read to me, I agree, and I will abide to do my best in fulfilling my student responsibilities described above and in the Parent (Guardian)/ Student Handbook in order to perform my best in Gardere Community Christian School.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name Printed: \_\_\_\_\_



## **Responsible Use of Technology Agreement 2020-21**

**Purpose** Gardere Community Christian School (GCCS) makes a variety of information technologies available to students including tablets, computers and internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, collaboration and communication as well as offering access to unlimited information sources. Our students must develop the research, information fluency, and technology skills that will allow them to be successful in this digital world, as well as the skills necessary to live safely and ethically. Illegal, unethical or inappropriate use of these technologies can have harmful consequences for our students, families, faculty and staff. This Responsible Use of Technology Agreement (RUTA) is intended to minimize the likelihood of harm by educating our students and setting standards which will serve the school and its students.

**Mandatory review by Parent/Guardian and Student** Parents and students are required to review these guidelines each school year. All students will have access to technology while at school. These devices are an integral and necessary part of the curriculum for all students. The parent/guardian of a student is required to acknowledge the receipt and understanding of the school's RUTA before a Chromebook is issued. Students are required to acknowledge understanding of all rules and expectations as outlined in this RUTA and complete training on device care and its ethical use before a Chromebook is issued.

**Internet Safety** GCCS takes the safety of our students very seriously. As a result, we employ an internet filter for all of our technology devices. It is important to understand that filters will lessen the chance of student access to harmful materials, but there is no 100% guarantee. Outside of school, parents/guardians bear responsibility for providing guidance for and monitoring internet use. Our safety policies are based on the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA). See links below to learn more.

<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

<https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule>

**Student Use Expectations** GCCS's information and technology resources are provided for educational and instructional purposes. If you are not sure if an activity is acceptable, consult your child's teacher to help decide if a use is appropriate.

**In order to keep school technology privileges, parents and students must agree to the following:**

**I will** respect and protect my own privacy and the privacy of others by:

- Using only accounts assigned to me.



- Only viewing or using passwords, data, drives, or networks to which I am authorized.
- Never distributing private information about myself or others.

**I will** respect and protect the integrity, availability, and security of all electronic resources by:

- Observing school internet filters and security practices.
- Reporting security risks or violations to a teacher or school official.
- Not destroying or damaging data, equipment or other resources - including hacking, uploading, downloading or creating computer viruses, sending mass emails or spam, or intentionally causing a disruption to electronic services.
- Avoiding network congestion which may be caused by excessive use of storage or excessive data use.
- Immediately notifying a teacher or other school personnel of computer or internet malfunctions.
- NEVER taking school technology home or off school grounds unless authorized by a teacher or other school personnel for a school-related event.

**I will** respect and protect intellectual property of others by:

- Following copyright laws (not making illegal copies of music, pictures, images, videos, games, software, apps, files or movies).
- Citing sources when using others' work (not plagiarizing).
- Asking a teacher if I am unsure of the legal use of data.

**I will** respect my community by:

- Communicating only in ways that are kind and respectful.
- Reporting threatening or discomfoting materials to a teacher or other school personnel.
- Not intentionally accessing, transmitting, copying or creating material that violates the school's code of conduct (such as messages or content that is obscene, threatening, discriminatory, harassing, intimidating or bullying).
- Not using the technology to further acts that are criminal or violate the school's standards for student behavior, such as cheating.
- Participating positively in all digital learning environments and refraining from behaviors that negatively impact my fellow students and/or staff members.

**I will** respect the learning environment by:

- Accessing only websites and educational games approved by the teacher in whose class I am working.
- Not creating or accessing materials that would be distracting to my fellow learners.
- Following the teacher's guidelines concerning device's noises and volume levels.
- Treating online environments as part of my classroom and only using language and graphics that are appropriate for the classroom in all digital communication.

**I understand:**

- ***Use of school technology is a privilege. Violations of this policy in part or in whole may result in disciplinary action including loss of technology privileges as well as other disciplinary actions up to and including expulsion.***



- A fee of \$30 is required during distance learning. After distance learning, the issued device must be returned to the office for inspection. If the device is damaged in any way, the child’s account will be charged \$250. The device must be returned in the condition it was given.
- GCCS reserves the right to control its technology resources and may monitor or restrict a user’s resources. The school may search any computer, mobile device or electronic storage device that is assigned to a user and used on any school computer and retrieve, alter, and delete any data created, received or maintained by any user using GCCS resources.
- Use of school technology is at my own risk; the school is not responsible for any loss, damage or unavailability of data stored on such technology regardless of the cause.
- Students are not allowed to have personal technology at school. Only school issued devices may be used by students while at school or any school event.
- GCCS is not responsible for any additional charges a user accrues due to the use of the school’s technology and internet services.
- GCCS is not responsible for material encountered on a device or the internet that may be deemed objectionable to a user or for any hostile or injurious actions of third parties encountered through a computer network. Any statement on the Internet is understood to be the author’s individual point of view and not that of the school or its employees.
- Due to the nature of electronic communications it is impossible to guarantee confidentiality of email sent and received over any computer network.
- Damage to or loss of technology equipment due to failure to comply with the “student expectations” outlined here will result in a replacement fee of \$250 charged to the parent/guardian.

**By signing below, I acknowledge that I have read the GCCS Responsible Use of Technology Agreement. I have reviewed the acceptable use guidelines, and I give permission for my child to use the school technology resources and access the Internet. Additionally, I will encourage my child to follow the guidelines outlined in this agreement.**

Parent/Guardian Name (Print) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**By signing below, I acknowledge that my parent has gone over the GCCS Responsible Use of Technology Agreement with me, and I understand what is expected of me in having the privilege of using technology at GCCS. I have reviewed the acceptable use guidelines and I promise to follow the guidelines outlined in this agreement. I also understand that I may lose my technology privileges for not following all of these guidelines.**

Student Name (Print) \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_