

# Garland Christian Adventist School

## Student Handbook



Equipping children for life, work, and Christian service

1702 E. Centerville Road

Garland, Texas. 75043

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[gcastxonline.org](http://gcastxonline.org)

## **Accreditation**

The Garland Christian Adventist School, GCAS is a co-educational day school offering first through fourth grade. It is operated by the Texas Conference of Seventh-day Adventists and the Garland Seventh-day Adventist Faith Community Church to provide a Christian education.

Garland Christian Adventist School has fulfilled the accreditation requirements, provisions, and standards as prescribed by the North American Division Commission on Accreditation, Accrediting Association of Seventh Day Adventist School, Colleges, and Universities, National Council for Private School Accreditation and The Commission on International and Trans-Regional Accreditation.

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## GCAS Mission Statement

Garland Christian Adventist School is committed to modeling Jesus' life, activating His love, and increasing community involvement; teaching and heralding the Advent gospel while preparing for service today, tomorrow, and eternally.

## Philosophy

"True education means more than the pursuable of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being and the whole period of existence possible to man. It is the harmonious development of physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." Education, p. 13

GCAS believes man and the universe to be the handiwork of Divine Creator who guides and sustains all. God is considered the Source of all Knowledge and wisdom, and His revealed will is the standard of right and truth. With this as its philosophical foundation, GCAS endeavors to provide its students with an educational program that leads to a full commitment of their spiritual, intellectual, physical and social resources to the service of God and their fellow man.

The prime purpose for the existence of GCAS is to provide a quality education in an atmosphere conducive to the total development of the student. The Christian philosophy, as taught in the classroom and which permeates all services and activities, shall preserve the distinctive personal quality of life and open to each student the development of a satisfying practical religious experience. It is the goal of GCAS to prepare individuals who are maturing as Seventh- day Adventist to be productive, worthy citizens.

## Objectives

Compatible with the philosophy, emphasis is placed on the spiritual, academic, physical, and social development of each student. We recognize this as a joint effort of students, parents, teachers and the community at large through support established and maintained by a link of communication between the school, home, and community. Attendance at GCAS will provide the following opportunity for students.

### Spiritual Objectives

1. Develop a Christian philosophy based on sound spiritual principles
2. Recognize that Christ's life is the perfect example for all to emulate.
3. Gain practical and theoretical knowledge of God's plan for our world.
4. Realize that cooperation with God's plan for their lives brings the greatest satisfaction.

### Academic Objectives

1. Develop a strong scholastic foundation to continue their formal education.
2. Develop basic skills, intellectual curiosity, habits of accuracy self-discipline, and responsibility.
3. Desire to continue intellectual development.
4. Discover creative abilities.
5. Develop a respect for the dignity of worthwhile labor, regardless of social status.
6. Serve the church through their chosen profession.

### Physical Objectives

1. Combine the knowledge of theology, nutrition, biology and kinetics for physical development.
2. Receive training in physical development and care for one's body.

## Social Objectives

1. Develop the social graces and social behavior.
2. Develop an interest in improving the community and country.
3. Develop a personal concern for their fellow men.
4. Develop an aesthetic and intellectual appreciation for proper cultural values. Handbook

## Admissions

### Privilege of Enrollment

Enrollment at GCAS is a privilege, not a right. In order to safeguard the scholastic, spiritual, and moral atmosphere, the school reserves the right to refuse admittance and to dismiss any student whose presence is deemed detrimental. Specific charges may or may not accompany the action to deny or dismiss.

Make formal application by submitting an "Application for Admission." Parents and students must sign a statement indicating they are acquainted with the school's policies as outlined in the handbook and that they will agree to comply; Applications will be reviewed by the board.

### Admissions Requirements

1. Any student enrolling in Pre-K must be potty trained. They must be able to use the bathroom independently, without help. Pre-K 3 or 4 years old must meet this age, on or before September 1 of that enrolling school year.
2. Kindergarten students must be 5 years of age on or before September 1 of that enrolling school year.
3. First grade students must be six (6) years of age on or before Sept.1.
4. A copy of the student's birth certificate is required for admission.
5. No child will be admitted whose account from a previous school year or former school has not been paid in full.
6. A Registration Fee and first month's tuition payment must accompany the application. A child who attends class before registering may stay the day, but cannot return the second day unless registration is complete and the fees are paid.
7. Within two weeks of enrollment, submission of official evidence of a physical examination by a physician is required for 1<sup>st</sup>, 4<sup>th</sup>, and all new students.

Upon Application, the following items must be submitted

1. A copy of the student's birth certificate as required by the State of Texas.
2. Request for all previous elementary records. (A copy of new student's last report card
3. or some valid indicator of student's grade placement must accompany applications. If
4. there is no grade placement indicator, a placement test will be given.)
5. Completion of all necessary forms (i.e. Consent to medical treatment, application, and
6. policy commitment).
7. Immunizations

Students attending school MUST have proof that all required immunizations are current. "Texas State Law – No Shots - No School - No Kidding"

A current copy of the student's record of immunizations should be brought to the school at the time of enrollment . However, a student may enroll and bring the immunizations record within 10 days. Following the 10-day grace period, the student may be asked to leave the school until proof of Immunization is presented.

All students need proof of immunizations. Please send updated records as necessary.

## Academic Placement

Appropriate academic placement of the learner is a fundamental principal of education. The following factors are to be considered in grade or level placement.

1. Chronological age.
2. Emotional, physical, and social development
3. Scholastic achievement as determined by:
  - a. Standard achievement test scores.
  - b. Teacher observation of the student's ability to reason and to express ideas logically.
  - c. Teacher evaluation of academic progress.
4. Prior school performance as evidenced by cumulative records, report cards, and conversation with personnel of previous school attended. In the event that such documentation is unavailable, assessment tools will be administered to assist in placement.
5. Grade placement may be re-evaluated resulting from the student's performance and testing, and by administrative recommendations with approval from the Texas Conference Office of Education.

Final authority as to placement is the Academic Committee, which includes the classroom teacher(s) of concern, a representative of the Texas Conference Education Department, a representative of the GCAS Board, the vice principal, and the principal.

## Non-Discrimination Admission Policy

Enrollment at GCAS is open to all who are in harmony with the philosophy and objectives of Christian education.

Students who are willing to develop attitudes and spiritual values in keeping with the school philosophy are encouraged to apply.

Garland Christian Adventist School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, national or ethnic origin the administration of its educational policies, admissions policy, financial assistance and loan programs and other school administered programs.

In the operation of Child Nutrition programs, children are not discriminated because of race, sex, color, national origin, age, handicap, religion or political believe. If you believe you have been discriminated against, please contact the school principal.

## Financial Policies

### Statement of Financial Responsibility

Before a student is enrolled, the parent or guardian must accept financial responsibility by signing the financial agreement on the application form.

The parent or guardian must pay in full when due all tuition fees, charges for supplies, meals, after-school care, and all other costs incurred while the student is enrolled at Garland Christian Adventist School.

There is a non-refundable registration fee of \$325.00 and a monthly tuition charge. Tuition is payable in 10 monthly installments. Each monthly installment is due by 10th of each month. A \$25 late fee is charged if the payment is received after the 10th.

The parent or guardian will assume all collection costs and/or other charges incurred by Garland Christian Adventist School in collecting the account, if it becomes delinquent.

### Delinquent Accounts

If an account is 20 days delinquent, arrangements **MUST** be made with the school board chairperson and treasurer. **Please Keep Your Account Current.**

If your account is delinquent, you must have a plan-of-action. **IF THE ACCOUNT IS 20 DAYS DELINQUENT, YOU WILL HAVE 10 DAYS TO BRING IT CURRENT. IF THE ACCOUNT IS NOT BROUGHT CURRENT DURING THAT TIME FRAME, THE STUDENT/S WILL BE SUSPENDED UNTIL THE ACCOUNT IS PAID IN FULL.** Please make your account a priority in your bill-paying habits.

1. Accounts must be paid in full to register a child in school. This includes accounts owed at an Adventist School when the child is transferring to GCAS.
2. First semester account must be paid in full before a student can begin the second semester.
3. Any request for an exception must be made in writing to the Finance Committee.

The records of students transferring to another school may be held at GCAS until all financial balances are paid.

Flexible payment plans are available for the payment of tuition. Arrangements can be made for monthly, semi-monthly, or weekly payments.

Student aid may be interrupted or stopped if the student becomes a disciplinary problem, or if his/her grades do not average a "C" for the previous nine-week period.

All payments will be applied to unpaid tuition first, any other amounts for after-school care, music, etc. will be applied after tuition is paid.

## Tuition Rates

Registration Fee \$ 325.00

Supplies Fee \$75

Computer Fee \$50

	Garland Faith Community Church 10-month Payment Plan	Garland Faith Community Church Yearly Tuition Plan
Pre-K and Kindergarten	475	4750
Grades 1 - 6	350	3500
		A 5% discount will apply to all accounts fully prepaid for the year

## Multi-Member Discounts

1. Member discounts will be based only on the number of children from the same family
2. The second child discount is \$12.00 per month
3. The third child and up discount is \$24.00 per month

## Non-Sufficient Funds Charges

1<sup>st</sup> instance = \$35.00

2<sup>nd</sup> instance = \$35.00

After the second time cash/cashier's check or money order will be required until regular Payments are established again.

## Accidents and Insurance Coverage

Garland Christian Adventist School follows the policies of the Texas Conference of Seventh-day Adventists concerning insurance. GCAS provides LIMITED accident insurance (which is a supplement to your personal insurance and thus subject to limits) for students which is in force while at school and for up to one hour while traveling to and from school directly and without interruption. The insurance covers school sponsored events as well.

Children who have injury accidents while at school must report them immediately to their teacher. Injuries to children while going to or from school must be reported immediately to the principal's office.

A statement of insurance coverage is available in the GCAS office.

## RELEASE OF TRANSCRIPTS Policy

The Texas Board of Education policy states that schools shall not be expected to release official school records of transcripts or grade reports unless a student's account has been paid in full. Garland Christian Adventist School student grade reports and official transcripts will be released only when payment arrangements have been approved and signed by the financially responsible parent and school administration.

## Fundraising

All fundraising efforts are to be approved by the school board as recommended by the Finance Committee as to type of event. The principal will coordinate the entire scope of GCAS fundraising.

All funds raised by GCAS students participating in GCAS fundraising effort will be retained by GCAS.

All funds are the property of GCAS and/or GCAS authorized sub accounts. All fund raised at GCAS will be used for the benefit of GCAS. AT NO TIME will the goodwill of GCAS be used to solicit funds, motivating the contributor to give to the cause (where otherwise the student alone may not have secured a donation) where the result is cash in the pocket of the student and not GCAS.

Only fundraising for efforts that satisfy these guidelines will be permitted on campus. All other solicitation will be prohibited.

## Uniform and Dress Code

The Garland Christian Adventist school board has approved a uniform dress code for all students. Parents are responsible for sending their children to school wearing the required and appropriate uniform apparel. New students are given a two-week grace period during which to obtain the required uniform. All students are required to wear an approved school uniform.

Uniform shirts and girls' chapel jumpers should be purchased through the school office. Uniform pants, skirts and accessories such as socks, belts, and shoes, may be purchased through alternative outlets. All skirts must be worn below the knee, no exceptions. Modesty shorts must be worn at all times. Socks may be black or navy, knee high or at the ankle. Students grow throughout the year and that may require a uniform update in order to be within the policy guidelines.

## Dress and Appearance

Uniforms are to be neat and clean. They are to be worn on all school days unless otherwise indicated by the school office.

Non-uniform accessories such as sunglasses, headbands, wristbands, and jewelry may not be worn on school campus or at any school sponsored activity as they represent GCAS. They will be confiscated until the parent comes to pick it up.

Hair must be neatly trimmed and combed. Hair should not hang in the eyes. Extreme hairstyles or unnatural hair colors are not acceptable.

No tattooing or piercings of any kind are allowed. Students should practice good hygiene by regularly bathing, washing hair, brushing teeth, and using deodorant.

The way a student grooms and dresses, affects the general attitude of the classroom. Parents and students should use good taste in selecting school clothing that will enhance the learning environment principles of neatness and modesty will be upheld.

"In dress, as in all things else. It is our privilege to honor our Creator. He desires our clothing to be not only neat and healthful, but appropriate and becoming." Education p.48.

### Casual Days

The everyday uniform consist of khaki or navy shorts or pants, polo shirts with school logo in navy or baby blue. Socks must be solid white or navy. Shoes must be predominately white or black. Students are required to wear a belt with all uniform pants.

### Chapel Dress

On Wednesday, GCAS has chapel services. Students are required to dress in chapel attire.

**Girls:** A navy jumper with a white blouse and navy color tights or socks with black dress shoes.

**Boys:** Blue pleated pants with a short or long sleeve white oxford shirt, and solid navy tie, navy or black socks with black dress shoes. Students are required to wear a belt.

### **P.E. Uniform**

The P.E. uniform should consist of white t-shirt with the school logo, along with navy shorts or sport pants, and athletic shoes in black or white. Shoes may have trim of another color as long as the primary color is black or white.

During the cold season, students are permitted to wear a navy sweatshirt, sweater or jacket with no logos or graphics.

### **Guidelines:**

1. Simplicity of dress would exclude wearing jewelry and make-up. Clear and neutral finger nail polish may be worn.
2. Hair style, color or length that is bizarre and/or distraction is inappropriate.
3. All clothing should fit properly. Shirts that are not tucked in should reach no further than the wrist while standing. Tank tops, shirts with netting, oversized, baggy, tight, or torn clothing are not appropriate school attire. Leotard/tights are not to be worn as pants or outer clothing.
4. Shorts, shirts and dresses must be modest when sitting. Shirts and blouses must be long enough to completely cover the midriff during all school activities including sports. A child not properly attired will be asked to wear slip-over clothes for the day as provided by the office.
5. Performance clothing shall meet the same standards for dress and those set forth.
6. Footwear appropriate to the classroom and the playground is required according to the teacher's discretion. No flip-flops are allowed for regular class attendance. Only on events which the teacher has specifically stated so, are they to be worn.
7. Buttons, patches, stick-ons any apparel with writing that displays inappropriate logos which promote music, movies, media, or beverages inconsistent with Adventist beliefs are not allowed.
8. Sunglasses, head gear, hats, etc may not be worn in the school building.

## **DRESS CODE VIOLATIONS**

Violation of the dress code will result in disciplinary action. The parent will be notified in a warning letter and it will be documented on file. Infractions for any inappropriate or out of uniform, will result in a warning letter home. Parents will need to sign and return the next day. A signature is to acknowledge that the parent is aware, and they are committed to help their child be successful in maintaining a uniform that conforms to the policy. The student will have ten days before a \$5.00 penalty fee will be charged for each week the student is not in uniform. Payment is expected by end of week. If payment is not collected, it will be added to your monthly tuition bill. If it is not collected, it will be uncollected funds which does not allow you to receive your report card or transcripts.

## **Attendance**

Parents or guardians are to call the school office before 8:30 a.m. if the student will be absent from school for a half-day or more. If this is not done, the office staff will make reasonable attempts to contact the parent or guardian to determine the reason for absence. This is to ensure that children are accounted for, either at home or at school.

Attendance is recorded in the daily register. This record is a legal document. It must indicate clearly every absence of the pupil for a half-day or more during each day that school is in session. The school maintains attendance records that are a part of the permanent files required by the state for each student.

Teachers must receive written or verbal explanations from parents or guardians in each case of absence from all or part of session of a school day. A student absent from school for any reason, other than for a documented healthcare appointment, will not be allowed to participate in school-related activities on the day or evening without special permission.

If a student is going on vacation at times other than scheduled school vacations, the school office and the teacher should be notified one week in advance.

According to the Texas State Law, a student must be in attendance a minimum of 160 (one hundred sixty) days.

Students exhibiting any of the following symptoms should NOT attend school:

- Body rash with fever
- Sore throat with fever and swollen glands
- Persistent, nagging, or deep cough
- Eye discharge – thick mucus or pus draining from the eye
- Fever – Child should be fever free for 24 hours without medication before returning to school
- Diarrhea, nausea, or vomiting – Child should be symptom free for 24 hours after the last episode before returning to school

All proactive measures like quality rest time, sleep, physical exercise, vitamins, lots of nonsugary fluids, appropriate clothing in times of cold weather, good hand washing and hygiene practices like covering the mouth, nutrient rich foods at mealtime (no sugary snacks for breakfast, lunch, or after school snacks), and seeking professional care when a person is not feeling well is a part of best practices for preventive health care. Special occasions can be discussed with your teacher.

Teachers and staff members are not allowed to dispense over the counter medicines. Prescription medicine may only be dispensed if in the original container and a parent has properly filled out the Medication Form, which is available in the school office.

### Extended Absence Policy

An extended Absence Form is available in the school office and to assure communication should be completed before the absence, even an absence of 1 day. The form will be reviewed by the teacher and administration before the absence occurs. Teacher will consider a student's present academic status before the student is absent from the classroom. Work must be completed before the absence to be eligible for full credit. Unexcused absences will affect a student's citizenship grade and those wishing to obtain gold or silver cords for graduation.

The only acceptable reasons for non-attendance are:

1. Verified illness of the student
2. Quarantine
3. Death in the family
4. Weather or road conditions making travel dangerous

Cases of students who are repeatedly absent will be referred to the principal for consideration and reported to truant officers as required by Texas School Law. If all attempts to correct the problem fail, the student will be dismissed from school.

When it becomes obvious that a student is in jeopardy of or will not meet the attendance requirement of 160 days, the Attendance Committee will meet to review any extenuating circumstances per the Texas Education Code 21. 032,211.033, 21 041 and the Texas Administrative code 19-61.65.

## Punctuality

At GCAS, we begin the day with morning worship, a very important part of our daily program. Character development involves learning and practicing punctuality. God values time so highly that he gave each of us the same 24 hour every day. While the distribution of talent is individual, time is universal, and we are stewards of His time.

Three unexcused tardies are equivalent to one unexcused absence.

Unexcused tardiness during EACH nine week grading period will result in the following action:

- Third unexcused tardy- A warning letter home to the parents. After the first letter is received, a parent may visit with the teacher concerning the tardiness to clarify the nature of the tardy. Once a student exceeds that grace tardy, there will be a \$3.00 fine per day.
- Fifth unexcused tardy- A letter will go home informing parents that the student will be assigned a detention of up to two hours (see Detention page 26). Detention will be carried out during after school care. The cost for after school care is \$7.00 per day.
- After 9 unexcused absences per EACH nine week grading period, the student will be in jeopardy of not receiving credit. Parents/guardians will receive a notice to appear before the Garland Christian Adventist School Board to petition for semester credit and re-admittance to Garland Christian Adventist School. Should a parent/guardian miss the scheduled meeting with the GCAS School Board, the student will not be allowed to attend class until this requirement is fulfilled.

While the administration has final determination to excuse a tardy, generally only illness and unforeseen circumstances are excusable, poor planning is not a valid excuse.

## Severe Weather Days

In case of severe weather, GCAS will follow the same closing guidelines as the Garland Independent School District (GISD). If GISD is closed, GCAS will also close. If it seems advisable to close school for inclement weather, an announcement to this effect will be given to local radio stations and television channels.

## Before and After School Care

Supervision is provided from 7:15 a.m. until school begins. Students may not arrive before that time. Students may wait in the Fellowship Hall area until classes begin. Students are not to go to the classroom until 7:50 a.m.

After school is dismissed, students are to remain with their teacher until they are picked up. Unsupervised students remaining on campus later than 3:15 p.m. will be signed into after-school care and charges assessed. The after-school care hours are 3:15-6:00 p.m. Monday-Friday. The cost of after-school Care is \$7.00 per day or \$35 per week. There is an additional late fee charged at the rate of \$7.00 the first 15 minutes and \$3.00 for every 5 minutes thereafter for any student not picked up by 6:00 p.m. Monday-Friday. Any overdue charges will be added to the student's monthly tuition bill. The same conduct policies apply in before and after school as during school hours.

Siblings may not attend tutoring classes offered for the upper grades. They will be checked into after-school care and charged the appropriate fee. If an older sibling is responsible for picking up a lower grade student the parent must be on campus or they must be walking home immediately. Walking students need permission noted through the school office.

After-school care is provided as a service to parents of current GCAS students and is an extension of the school program. Students who disregard the rules or disrespect the director or teacher in after-school care may be suspended temporarily or permanently from the after-school care program.

## Academics

### Grading Scale

Letter grades are assigned according to percentages as follows:

A	90-100%	B	80-89%
C	70-79%	D	60-69%

To be promoted from one grade to the next, a student shall attain an overall average of 70% or higher for the year in all courses taken. The overall average shall be derived by averaging the final numerical score for all courses taken. In addition, a student shall attain an average of 70% or above in language arts and mathematics.

The parent or guardian of each student who has not successfully completed a subject shall be notified by GCAS as soon as possible of any summer program available in the district that may permit the student to complete successfully the failed subjects or courses and advised that their student must take summer school to be promoted to the next grade. Before deciding not to advance a student from one grade level to the next, GCAS may consider one or more alternatives for providing the student remedial assistance, including:

1. An extended school day,
2. Special tutoring support.
3. Peer tutoring.
4. Student monitoring.
5. A summer program.

All assignments should be turned in when due. Failure to turn in an assignment may result in an incomplete for the term. In case of illness or other emergency circumstances teachers may make exception.

To participate in extracurricular activities such as sports, a "C" grade average must be maintained in each subject.

Determination regarding eligibility to participate and notification to the student will be made at least a week in advance.

### Academic Achievement Honors

Recognition for academic achievement in grades 3-5 at GCAS will be based on the following criteria to be recognized quarterly, based on the grading period:

Honor Roll - 80-89	High Honors – 90-95	Principal's Honor Roll – 96-100
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### Parent-Teacher Conference

Parent-teacher conferences are scheduled after the first and third reporting periods and as needed throughout the year. Parents are encouraged to communicate with the teacher at any time regarding their child's progress. If there is need to see the teacher during the school day, please call the office before visiting the classroom.

### Home and School

To achieve an optimal learning environment at Garland Christian Adventist School it is imperative for parents, teachers, and students to work together to meet the goals of the school. GCAS's Home and School helps to encourage this collaboration. Parents are encouraged to volunteer for at least one major project or event during the school year. A school calendar of events will be published at the start of each school year.

All parents and interested supporters are encouraged to participate in the Home and School organization. The ultimate goal of the Home and School is to enhance the educational experience of all GCAS students. Leadership of the Home and School is determined every two years by the nominating committee of the Garland Faith Community SDA Church. Other individuals who have an interest in Home and School are invited to serve on the Home and School planning committee. Each parent is a member and vital to the effectiveness and success of the Home and School organization.

## Verified Volunteer

All parents/guardians/volunteers of GCAS must take the training and background check through the Verified Volunteer portal. This is non-negotiable; if they intend to go on field trips or attend an in-class activity. This is one process used for the safety of all the students.

## Acceptable Use Policy

Terms and Conditions for Student's Use of the Computer Network

As a user of the GCAS network, technology, and Internet services, students agree to comply with the guidelines listed below and agree to honor all related laws and restrictions. As the parent or legal guardian of the student, you grant permission for your child to access network computer services, such as the Internet. Students and parents/guardians will be held liable for any inappropriate behavior engaged in by the student. Students and parents/guardians understand that some material on the Internet may be objectionable. Students and parents/guardians accept responsibility to work with the school in the guidance of Internet-use by setting and conveying standards for students to follow when selecting, sharing, or exploring information and media. Students and parents/guardians understand that they are financially responsible for any damage caused to GCAS I.T. property. Students and parents/guardians agree to abide by Garland Christian Adventist School's Acceptable Use Policy and acknowledge and agree that GCAS has the right to review, edit or remove all materials installed, used, stored, or distributed on or through the school's network, and hereby waive any right of privacy.

The signature page indicating your review of the GCAS Handbook verifies that students and parents understand and accept the terms and conditions of the Acceptable Use Policy.

1. To gain access to computer network, e-mail, and the Internet, all students must obtain parental permission. Each student must sign and return the User Agreement and the signed Parent Permission forms to their classroom teacher. We ask the student and parents/guardians to read each of the conditions of the AUP, then sign to indicate a commitment to keeping the letter and the spirit of this policy.
2. Because parents and guardians are ultimately responsible for setting and conveying to their children the standards their children should follow when using media and information sources, GCAS supports and respects each family's right to decide whether or not to allow their child access to the school internet.
3. Since the GCAS Network is provided to allow students to conduct research and to communicate with others, access is given to students who agree to act in considerate and responsible manner. Parental permission is required. Access is considered a student privilege-not a right, and entails responsibility on the student's part.
4. Students are responsible for good behavior in communication on the GCAS Network, just as they are anywhere on the campus. It is expected that users will comply with school standards and will honor the agreements they have signed.
5. GCAS takes very seriously the responsibility for appropriate use of the GCAS Network. Teachers will guide and facilitate students toward resources acceptable within the framework of the general school standards.
6. If a student should access an inappropriate site inadvertently, they shall report this to the teacher immediately. If that is done, they will not be considered to have intentionally accessed such material.

7. Network storage areas may be treated like school lockers. Network administrators may review files, and communications to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that stored files will be private.

## Student Responsibilities

1. The student assumes responsibility for any GCAS user account to which he/she is given access.
2. The student agrees:
  - a. Not to interfere with the functions of any computer, network or the internet, or cause disruption to any service.
  - b. Not to attempt unauthorized access to systems, networks, data resources, or programs.
  - c. To respect the usage guidelines and acceptable use policies of all networks.
  - d. To follow all generally accepted rules of network etiquette.
  - e. To be polite and courteous in all communications.
  - f. To be responsible with all computer hardware and software.
  - g. To respect other's passwords, folders, work, and files.
3. The student agrees to respect:
  - a. All intellectual property rights of the owners or licensors of all systems which are part of, or accessed through the internet and all others networks.
  - b. All laws of the United States and of the various states .
  - c. Copyright laws, and to observe them.
  - d. The secrecy of any confidential, restricted, sensitive, or personal data discovered in using the internet and other networks, and the confidentiality of any information regarding the accounts of the other users.
4. Some of the material available on the internet or local networks may be racist, sexist, obscene, pornographic or violent in nature, therefore is inappropriate for use by GCAS students. Students agree not to look for or to access this inappropriate material. Students further agree to cooperate with the faculty in any precautionary steps they may take to ensure appropriate use.
5. The student agrees not to use the internet or GCAS network for:
  - a. The acquisition, creation, and distribution of any material which is offensive, obscene, harassing, sexist, pornographic, racist, malicious or slanderous, nor for any activity which may be considered unethical, immoral, or illegal.
  - b. Any activity in which the purpose is to obtain private commercial gain. (This may be appropriate at home.)
6. Without specific permission of a teacher, the student will not subscribe to mailing lists, news groups, on-line computer games, or any other internet or network services.
7. The student will not correspond through the internet with unknown persons unless it is a classroom learning activity authorized by the teacher.
8. The student acknowledges that information which is obtained through the accessing of any system on the internet or other networks, may not be accurate or true.
9. The student understands that the use of the internet and other local networks is a privilege, not a right, and inappropriate use may result in cancellation of these privileges.
10. The student understands that any activity not in accordance with these general use policies may result in the loss of access, personal payment of any fees incurred, and other disciplinary or legal action.
11. The student agrees not to download programs and/or files without prior consent from a teacher.

## Range of Consequences

Range of consequences for violating any of this use agreement will range from an interview with the classroom teacher, to a formal interview with the principal. The student's privilege to access the GCAS Network will be suspended. Should a student

purposely access inappropriate material, they will not only lose access privileges, but may be subject to other disciplinary actions. The parents will be contacted and informed of any such misconduct.

### Limitations of Liability

GCAS has installed special filters that block the majority of unacceptable sites, and takes other precautions through classroom management to promote the prosper and safe use of the internet; Therefore, if a student should access inappropriate material, the school will not be liable. GCAS does not guarantee that the services provided through the GCAS Network will be free from errors, or without defects. GCAS will not be responsible for any damages you may incur, including, but not limited to loss of data, or interruption of service. GCAS is not responsible for the accuracy or quality of the information obtained though the GCAS Network or that may be stored on its system. GCAS will not be responsible for any financial obligations arising through the unauthorized or inappropriate use of the system. The Student GCAS Network User Agreement and the GCAS Network Parent Permission Form have been included in your registration packet. Please sign these and return them to the school.

### School Field Trips and Activities Off-Campus

Occasionally, field trips, class trips, and performing groups will necessitate students being off-campus during a school day or overnight. A consent form must be signed at registration that allows for medical treatment if a student goes on one of these trips. In addition, a form giving permission for the student to go must be signed by the parent before each trip is taken.

All school and classroom rules are in force during any off-campus experience. In addition, rules and regulations specific to the event or activity may be introduced. Also, certain points of interest (museums, zoos and all sites that are visited) will have rules of conduct. It is expected that these rules be obeyed. Any violation of rules where GCAS is a guest will be dealt with according to the policies of the host and local authorities when appropriate, as well as by GCAS. Such behavior may result in suspension followed by behavior contract prior to re-admittance.

### Discipline Policy

At GCAS, we strive to create and maintain a safe environment for our students to work, play and learn. It is the responsibility of all parties involved - staff, administration, parents and students – to work collaboratively toward this purpose. Any adult or student who hears or sees inappropriate behavior should report it to a staff member or the administration in a timely manner so that the situation can be managed and resolved quickly.

GCAS practices redemptive discipline, whereby every attempt is made to restore the erring student by blending firmness with gentleness and always encouraging and protecting the faithful student who observes and upholds from those who tear down and destroy. When students make wrong choices and break rules, they are held accountable for their actions, and corrective measures are taken by the staff. A working relationship between parents and teachers is essential to bring about a positive change in the student. GCAS is looking for a change in attitude and behavior, a sense of remorse for what was done, and a resolution with the one(s) offended.

### Regulations Governing Conduct

Each pupil is expected to conform to all the regulations of the school as outlined in the GCAS Handbook, rendering prompt and cheerful obedience to all directions of school staff. All school regulations apply to enrolled students attending any school-sponsored activities and in all use of social media. All in school behavioral expectations for enrolled students also apply to students' online and media behaviors.

In our effort to outline what is considered unacceptable behavior at GCAS, the following list of serious violations is set forth. This list is not comprehensive.

**Level One Regulations:** Level one regulations are minor. If a rule is broken, the teacher will speak with the student about the rule and the disobedience involved. If the teacher believes the student will reform by use of correction, he will not notify the office or the parent. If the teacher believes the warning needs to be recorded, he/she will have the student write a description of what happened, he /she will then sign the form and send it to the office to be recorded. When a warning is recorded, parents are notified by the teacher, and a copy of the misbehavior form is sent to them.

**Level Two Regulations:** Level two regulations are intermediate rules that require a written record of the offence. The offending student may then be sent to the office for a conference with the Principal and/or the Discipline Committee. To resolve the rule violation, the student will have a detention. After three (3) detentions, there will be a suspension. If the student does not remain at school for detention, he/she will be suspended automatically.

**Level Three Regulations:** Level three regulations involve infractions that require students to be sent to the office for conference with the Principal and/or the Discipline Committee who will resolve the problem in one of four (4) ways: (1) one to three-day suspension and probation, (2) one to three-day suspension and probation with conference involving parents and student, (3) one to three-day suspension and probation with student being referred for professional guidance, (4) student referred to the School Board with the Administration's recommendation that the student be withdrawn from the school.

## Description of Regulations

### **Level One Offense**

1. Fooling Around: Involvement in unsupervised sport activities before and after school.
2. Loitering: The unassigned use of an area (roaming the halls, prolonged stays in the washroom, etc.)
3. Littering: Intentional dropping or throwing of items and not picking them up.
4. Boisterous Behavior: Excessive loud and obnoxious behavior (yelling in halls, etc.)
5. Running: Anything other than normal walking in the building or in designated areas.
6. Non-completion of Disciplinary Assignment: Failure to fulfill any assignment or agreement made as a result of misbehavior (failing to fulfill debts of any kind to fellow students or school personnel.)
7. Chewing Gum: Chewing or providing gum for others (acceptable food items should be eaten only at the appropriate times and places.)
8. Disrupting Class: Words, actions or non-compliance with requests made by teachers which cause the learning environment to become unsatisfactory.
9. Electronic Equipment: The use of tablets, MP3 players, cameras, unless authorized by teacher, on the campus is strictly forbidden. In the classroom tablets are allowed if authorized by the teacher. Use of cell phones is also forbidden.

### **Level Two Offenses**

1. Uniform: Violation of the uniform code. Violation of uniform three (3) times, there will be a detention. After three (3) times, there will be a suspension.
2. Tussling: Hitting, shoving, punching, kicking, slapping or grabbing in a serious and dangerous manner.
3. Tardiness: Late arrival at any assigned place, three (3) times, there will be a detention.
4. Minor Vandalism: Acts which deface but do not destroy school property. These are acts which create temporary inconvenience in a learning environment (putting gum at inappropriate places, wetting down with water pistols, hurling snowballs inside/outside buildings, etc.)
5. Inappropriate Language: Swearing or using unacceptable language to others. (Speaking or acting with the intention to deceive constitutes a lie.)

6. Forgery: Signing another person's name without permission from that individual.
7. Disrespect: Speaking or behaving in ways which show disrespect toward adults or other students.
8. Cheating: Copying answers from another student's homework and other assignments is cheating. Students caught cheating in exams will automatically fail the exam (notes or answerpapers should not be used during exams.)
9. Skipping Classes: Absence from an assigned class without permission.
10. Unauthorized Printed Materials: Only items conducive to classroom learning will be permitted. Possessing, reading, selling or distributing obscene literature is a violation of the school's discipline code.
11. Campus Leave: Unauthorized campus leave is an infraction.

### **Level Three Offense**

1. Theft: Removing or using property belonging to the school, a teacher or a student without the permission of its owner.
2. Controlled Substances: Actual possession, use, transfer or sale of drugs, alcohol, cigarettes or drug-related substances.
3. Fighting or Assault: Violent body contact or words written or stated which harm or have the potential to harm someone physically or emotionally.
4. Vandalism: Destruction that has permanently damaging effects upon the school or private property. (School property includes property owned by the school employees, or loaned for school use by someone else.) Vandalism also includes: the making of mess, such as graffiti sprayed paint, etc.
5. Outlawed Materials: The use of materials that are dangerous to the health and safety of students, faculty and guests of the a school. (This would include matches, fireworks, chemicals, firearms, knives, etc.)
6. Insubordination or Abusive Language or Gestures: A belligerent or abusive act, statement or gesture that is directed at any employee of the school, which involves more than a simple refusal to do something.
7. Unsafe Behavior: Actions that endanger the health, safety or welfare of students, faculty or guests of the school (Failing to behave in harmony with the published safety procedures and use of physical education equipment without teacher supervision, direction or approval).
8. Bullying Others: Any attempt to violate another student's rights that is against the school regulations or against the law; covering up for a student who has done something that is not right and in violation of the school rules.
9. Aiding and Abetting: Urging another student to do something that is against the school regulations or against the law; covering up for a student who has done something that is not right and in violation of the school rules.
10. Stealing: Taking money, bus-passes, articles of clothing and other belongings, without prior knowledge and consent of the owner.
11. Taxing: Obtaining money or favors from other students by force or intimidation.

**A student may be disciplined, suspended, or dismissed for the following violations at any time during the school year, regardless if the infraction occurred on or off campus, for the following violations.**

1. Disobedience of a faculty or staff member
2. Bullying or cyber bullying through social media including sending offensive texts or emails; posting texts or statements that are not true and create rumors; and circulating embarrassing photos of a classmate online
3. Inappropriate use of God's name, use of pro-fane or indecent language, indulging in lewd conduct or suggestions, or possession of obscene literature or pictures
4. Theft, picking or breaking locks, doors, or windows to enter locked places
5. Assault on a student or a member of the
6. faculty or staff
7. Disrupting classroom activities
8. Cheating, plagiarism, or copying the work of another student

9. Willfully causing damage to, or destruction of, school property. Any person willfully marring, misusing, carelessly damaging, or destroying school property must also pay for the restoration of the property to its original condition or for the replacement of the property
10. Constant and obstinate violation of any school regulation that constitutes insubordination
11. The use of tobacco, drugs, or alcohol or the possession of such items
12. Undermining the fundamental principles of the institution, antagonism toward the spirit or methods of the institution, or continuous criticism and faultfinding
13. Fighting or antagonizing others to fight Guns, (toy or otherwise), fireworks, cigarette lighters, matches, knives, etc., are not to be brought onto the school campus

### Leaving the Premises or Classroom

When students arrive on campus they are to stay at GCAS until leaving for the day. Students are not permitted to leave the school grounds without authorization. In an emergency, a parent or guardian may grant permission for their child to leave campus by calling the office. To leave, STUDENTS MUST BE SIGNED OUT BY THEIR PARENT/GUARDIAN at the administrative office. Students returning to school MUST CHECK IN at the administrative office.

For their protection, students may not leave the campus with anyone other than the parent or guardian without written permission from the parent or guardian, or verified permission by telephone (a special procedure is to be followed for this).

If a Student is absent from school without permission, his/ her parents will be notified. The school will not assume further responsibility for that student.

### Classroom/Corridor Courtesy

Students are required to pass through corridors quietly and to be considerate of others in the halls and classrooms. Trash is to be discarded in the containers provided. It is the responsibility of each student to help keep the school clean by picking up paper or other forms of garbage from the floors. Students should abstain from running and screaming in corridors.

### Discipline Code

#### **Violation**

A formal notice is given to students advising that they failed to comply with a certain policy or rule of the school.

#### **Detention**

Students may be detained after school for a period not exceeding one hour. Parents will be informed prior to the detention of any student. Detention will be given for the violation of one or more school rules.

#### **Probation**

Student may be put on probation, and thus under close scrutiny, as a result of violating school policies, rules or regulations. After a designated period of time, if the student's behavior has not improved, stronger measures may be recommended. A student on probation may be denied participation in certain regular and/or extra-curricular activities or functions.

#### **Suspension**

Suspension is the temporary prohibition of a student from attending class or school functions for a designated period of time.

#### **Disciplinary Report**

Violations of written codes of conduct or classroom rules will be reported to parent/guardian in writing. Upon receipt of that report, each parent/guardian must communicate immediately with the principal. Three (3) reported violations constitute an automatic suspension.

### **Expulsion (Dismissal)**

Expulsion is the permanent dismissal of a student from attending GCAS. This is usually done on the recommendation of the school faculty or the school board.

### **Damage to School Property**

The assessed cost of damage to school property, resulting from the action of the student, will be the responsibility of the parent.

## **Disciplinary Authority**

### **Discipline**

The school assumes the responsibility of helping to guide and direct children toward the development of self-discipline. Teachers must maintain discipline in order to instruct children. No disruptive behavior will be allowed in the classroom, and teachers will make every effort to avoid bodily harm of one child upon another. The temporary removal of a disruptive child from class activities, i.e. specified time out of the classroom, may be employed to restore order. Through proper discipline, severe punishment will be avoided.

### **Counsel or Process Correction by Staff or Administration**

Each student that violates a rule or regulation of the school is advised to enter a period of counseling with the teacher involved and/or the principal. When necessary, the help of parents, sponsors, or guardians will be requested. It is expected that these consultations will create an understanding by the student of the need to obey the policies, rules and regulations of the school.

Failure to keep the above-mentioned appointments may jeopardize the student's status. The counseling and/or correction of the student may involve one or more of the following: Detention, Probation, Suspension, and Expulsion.

A student may be considered ineligible to continue his/her education at GCAS for continuous violation of school rules.

### **Parental Right to Appeal**

Any disciplinary action may be appealed by parent, sponsor, or guardian by writing to the school principal. If satisfaction does not result, the parent, sponsor, or guardian may request a further appeal to the school board through its chairperson. All decisions of the school board at this point are final.

### **Continuous Disciplinary Problems**

Students with continuous disciplinary problems will be referred to the school board. A student who finds himself/herself out of harmony with the policies of the school, who is uncooperative, and/or whose attitude gives evidence of an uncontrolled nature, may be advised to withdraw.

### **Social Testing – Referrals**

If observations indicate a need for testing, the test will be administered at the school, if possible, or parent and child will be referred to an appropriate agency.

## Visitors

Anyone on campus who is not an enrolled student or member of the faculty/staff is considered a visitor. Visitors are welcome and encouraged to visit GCAS. Visitors are however required to register with the office upon arrival on our campus. Students are not to bring school-age relatives or friends to school without the permission of the teacher and the office. Permission must be received a minimum of one day prior to the visit. A form signed by office personnel should accompany the visitor. If the visitor is unaccompanied by an adult, he/she will provide the teacher with an emergency phone number where a parent or responsible party can be reached. Student guest must observe school regulations and dress policies.

If a parent should want to visit the classroom, a 24-hour prior appointment should be made with the teacher.

## Telephone/Cell Phone Use

Student will not be called out of class to take phone calls. The office phones are for school business only. Messages for students will be delivered to the teacher for relay to the student. Return calls are permitted only in emergency situations.

Cell Phones: No cell phones usage is allowed between 7:15-6:00 (while on school premises). Cell phones may only be used by students with the expressed permission of the teacher per occurrence. Cell phones will be taken from students and on the first offense will be returned at the end of the day. Thereafter, students will have to retrieve them from the office and it will be at administration's discretion when they will be returned. If a cell phone is needed for a student, it must stay in his/her backpack and remain turned off during regular school hours.

## Medical Emergencies

In case of serious emergency, such as injury, accident or sickness, the school will attempt to contact the child's parent or guardian. If the parent cannot be reached, and medical aid is needed, the teacher or principal will, in their best judgment, arrange for the necessary care. All students will have 'Consent to Treat' forms, signed by a parent or guardian, on file in the administrative office.

## Medication Policy

Pursuant to Texas Education Code 21.914, Garland Christian Adventist School is authorized to administer oral medication to students during school hours ONLY after parent and physician has signed permission forms (available in the school office). It is our policy that such medication will only be administered when the failure to receive the medication may result in the student being unable to attend school and/or to be well enough to participate in learning activities. We define medication to mean all drugs, whether prescription or over-the-counter.

## HEALTH SCREENINGS

All schools in the state of Texas are required by state law to perform the following health screenings. Garland Christian Adventist School's health screenings are scheduled in the spring. Parents are encouraged to get their child's health screening performed during the scheduled time of the child's yearly well-visit to prevent having to take class time to do this in school. You may bring the document of results from your Pediatrician to the office.

- Hearing - Grades K, 1, 3, 5
- Scoliosis - Grade 6
- Vision - Grades K, 1, 3, 5
- Diabetes II – Grades 1, 3, 5
- Any new students enrolled to GCAS will be screened.

## Library

Library books may be kept for one-week period, and may be renewed as many times as needed. The overdue charge is 10 cents each day, per book, excluding weekends and school holidays.

When a book is lost, the student will be charged the cost to replace the lost book with the same title in new condition (minimum cost of \$20.00).

## School Lunch

Research has proven that good nutrition is linked to academic excellence and to proper behavior. Please see that your child comes to school having had a good breakfast and bring a good lunch. Student must bring their own lunch. When we have hot lunches, the parents will be notified in advance.

Please limit the amount of sugar sent in the lunch. Do not send candy to school. Please plan birthday events with the teacher in advance.

Caffeine drinks and pork products are not permitted.

Students are not permitted to go off campus for lunch, nor are they allowed to order in.

Food must be confined to the designated areas during lunchtime. NO EATING WILL BE ALLOWED IN THE HALLWAYS OR CLASSROOMS. NO GUM IS ALLOWED AT ANY TIME ON THE GCAS CAMPUS.

## Lockers

Lockers are the property of GCAS and are provided for the personal use of students. Padlocks (combinations locks only) can be placed on lockers but they must be approved and registered with the homeroom teacher. Lockers may be opened and/or inspected by the faculty members at any time. It is the responsibility of each student to keep the lockers clean. Money and other valuables should not be stored in student lockers. The school is not responsible for articles left in lockers.

## Unauthorized Items on Campus

Items not consistent with school purposes such as Nintendo and other electronic games/book, toys, sports trading cards, knives, guns, inappropriate magazines, pages, T.V., CD players, drugs, radios or skateboards WILL BE CONFISCATED and kept by GCAS and returned at the teacher discretion. Anyone buying/selling, trading or possessing these items will be disciplined. Any exception must be approved by the principal and the staff in a full staff meeting.

## Property Rights

The student is expected to replace or pay for damage done by him/her to school property or the property of others. Damage to school or personal property is considered a serious offense and may result in dismissal from school.

A minimum charge that covers the cost of re-keying the locks in question will be made against anyone who loses or tampers with a key to any school lock. A \$15.00 minimum fine will be imposed upon a student who damages or defaces any locker.

The school assumes no responsibility for damage to or the loss of books, clothing musical instruments, bicycles, or others personal property left by anyone on the school grounds or in the school building either during or after school hours.

A \$20.00 charge will be made to anyone on school building roofs without permission of faculty personnel.

## Sexual Harassment/Sexual Abuse

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability toward another student. Harassment includes but is not limited to body language which also speaks of disrespect.

A student who believes he/she has been harassed by another student or by a school employee is encouraged to report the incident to the principal. The allegations will be investigated and addressed.

The student or a parent may appeal the decision of the principal regarding the outcome of the investigation with the GCAS School Board.

## Publications and Posting Announcements and Signs

All publications, announcements, and signs must be approved by the principal. The announcements are to be posted on the bulletin boards provided.

## Unprinted Regulations

Regulations adopted by the school administration/board and publicly announced to the students will have the same force as if printed in the handbook.

## Severe Weather Days

If it seems advisable to close school for inclement weather, an announcement to this effect will be given to local radio stations and television channels.

## Working Together For a Better School

### The student's responsibilities:

- Recognize that attendance at GCAS is a privilege
- Follow the Christian principles for student behavior while at school and at school affairs.
- Be mutually respectful and honest in relationships with teachers, staff and fellow students.
- Take advantage of the academic opportunities offered at school.
- Cooperate with school staff.
- Assist the school staff in maintaining a safe school for all the students.
- Support and participate in school activities.
- Recognize that all personal and school property is to be treated with respect and care.
- Recognize that with student rights go student responsibilities.

### Parent's Responsibilities:

- Guide the child from the earliest years in the development of socially acceptable standards of behavior, in exercising self-control, in being honest and accountable for his/her actions.
- Instill in the child a positive and enthusiastic attitude and encourage a personal desire to learn.
- Recognize that criticism bruises the spirit and erodes motivation. Children need much encouragement to succeed in life.
- Discuss with the child the home and school rules and, as a family, establish the consequences resulting from violation of those rules.
- Be sure the child's attendance at school is regular and punctual and all absences being properly excused with a signed and dated note.

- Encourage the child to be responsible for his/her personal appearance and hygiene and to comply with the dress code of the school.
- Provide a suitable quiet location where the child can do his/her homework with appropriate supervision and encouragement.
- Recognize that too much television viewing has a negative influence on a child's learning and general development.

### Teacher and Staff Responsibilities:

- To bring Christ into every class and encourage students in the pursuit of spiritual growth, by precept and example.
- Promote a climate of mutual respect and dignity.
- Recognize that criticism bruises the spirit and erodes motivation and that students need much encouragement in the process of learning.
- By example teach honesty, common courtesies for other people and their belongings.
- Maintain acceptable academic records, inform parents regarding student achievement and behavior, and be willing to consult with students or parents whenever necessary, particularly if there is a possibility of a low grade or failure.
- Be alert to changing patterns in the student behavior and prompt to refer for special help any student who seems to be in need of such assistance.
- Explain items in the handbook which relate to students and require their observance.
- Establish classroom rules and standards in enforcing school and classroom rules.
- Be firm, fair, and consistent in enforcing school and classroom rules.
- Recognize that some disciplinary problems are related to student academic frustrations and interpersonal relationships.
- Handle individual infractions privately.
- Distinguish between minor student misconduct best handled by teacher, and major problems, best handled by the principal.

### The Administrator's Responsibilities:

- To give priority attention to fostering a strong spiritual atmosphere in our school.
- Create within the school the best learning situation possible by developing an atmosphere of mutual respect with the school staff.
- Understand that excellence is achieved through a cooperative venture of expecting the best sprinkled liberally with praise and encouragement.
- Organize effective school schedules and teaching assignments and require effective classroom management and instruction.
- Work with staff, school board and Texas Conference Department of Education to formulate effective school policies and familiarize students and parents with these policies.
- Be firm, fair, honest and consistent in all decisions affecting students, parents and staff.
- Demonstrate, by work and personal example, respect for law and order, self-discipline and genuine concern for persons coming under administrative authority.
- Assume the responsibility of enforcing school policies and ensuring that all discipline cases are resolved properly and promptly.
- Respond to the person requesting the referral of any action taken.

### GCAS School Board Responsibilities:

The GCAS School Board perceives that its first and greatest concern is to provide the means for every student in their constituency to receive a quality Christian education.

The Board also understand that quality education can occur only in a lawful, tranquil environment which protects the rights both of the student and staff.

#### **For these reasons, the Board agrees:**

- To inform the students, staff and parents of the behavior expected of each member of the student body by publishing and distributing the GCAS Student Handbook.
- Provide and maintain a well qualified staff that, in cooperation with the principal, will be responsible for the control and proper conduct of the students while under the legal supervision of the school.
- Give full support to the staff in its administration of the school policies.
- Consider in a fair and consistent manner the resolution of student behavior problems which have been brought to it, in accordance with GCAS and Conference policy, as well as State and Federal Law.
- Encourage a program of continuing education for teacher and staff in the area of their discipline.
- Assure the operation of Garland Christian Adventist School in accordance with the Constitution and Bylaws, established by the school constituency and the Southwestern Union Conference Education Code Book, copies which are available for reference in the school office.

### Texas Conference Department Of Education Responsibilities:

- Provide quality resources, such as curriculum, finances, continuing education, evaluation, legal counsel, etc.
- Act as final authority in the resolution of disputes after local means have been exhausted.

### Grievance Procedure

The success of GCAS depends in a large measure upon the fullest cooperation between parents, teachers and students. When parents are concerned about a report, a criticism, or a complaint made by a student or fellow parent, they are encouraged to first notify the teacher, then if necessary, the administration in matters of this kind. Judgment should be withheld until a thorough and proper investigation can be made. By working together, parents, teachers, and students can avoid and resolve serious problems.

However, in the event a resolution cannot be agreed upon and the parent desires to appeal to authorities higher than the GCAS Administration, or in the event that the grievance involves the administration, then the following guidelines are to be followed as outlined in "Legitimate Concerns" on pages 26-27 of the Southwestern Union Conference Office of Education School Board Manual.

If a parent becomes concerned with some action of a teacher, past or present, he/she is asked to speak to the teacher directly about what is viewed as a problem.

If no satisfaction is realized, he/she is to talk to the principal about the problem. If it is felt the principal is part of the problem, the complaint shall go directly to the School Board Chairperson.

The principal will endeavor to bring the parents and teacher together to solve the problem.

If the concerned parents are still dissatisfied. They must put their complaint in writing to the School Board Chairperson. If a teacher is involved and the principal has not been able to resolve the problem, he/she will also contact the Board Chairperson.

The principal and the School Board Chairperson will call a special meeting of the Texas Conference Superintendent of School, the principal, the teacher, and the Board Chairperson to discuss the details of the problem.

If the concerned parents have not been satisfied and they or the principal feel the problem needs further study, the Board Chairperson/principal will ask the teacher and parents involved to appear at the next board meeting and present the complaint. All discussion will be kept confidential.

After a complaint has been presented at the board meeting and an opportunity to respond has been given, the Board may have questions for the parties involved, after which the Board will go into executive session to further discuss the matter.

If there is a question of whether or not the teacher should continue in their present assignment, the Board should ask three questions:

- a. What can we do to help save this teacher?
- b. Have we as a Board caused part of this problem?
- c. Do we want this teacher assigned to our school?

If a transfer is warranted it should not take place during the school year.

If the teacher involved refuses to accept a transfer, the Board can vote to request the Superintendent to terminate the employment of the teacher as outlined in the Southwestern Union Employment Policy Booklet.

At no time during the School Board meeting may a complaint concerning a faculty member be brought up without first having followed the proper procedures as outlined previously.

If it is felt to be in the best interest of the teacher and the students, for the transfer of the teacher, the Board may request the Superintendent to seek an administrative transfer.

Dear Parent and Student:

The Garland Christian Adventist School Student Code of Conduct has been drawn up to help your Son or Daughter gain the greatest possible benefit from his or her school experience.

The school is in need of your help and cooperation. It important that every student understand the Student Code of Conduct and be encouraged by his/her parents or guardians to follow the rules and regulations set forth in the code. Please read and discuss the discipline plan and code with your child. It also important that every student understand the Acceptable Use Policy found on pages 20- 23. As we enter into the cyber world and access the internet, the students must follow these guidelines. Please read and discuss these with your child.

When you and your child have read and discussed the Student Code of Conduct including the Guidelines for Acceptable Computer Use, please sign this form and return it to the school. Your signature and that of your child's acknowledge receipt of a copy of the Student Code of Conduct. The signatures will also allow your child to access the internet and be accountable for actions he/she takes. This form will be kept on file at the school.

Sincerely,  
Principal.

\_\_\_\_\_  
Student's Name (Please Print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
ID#

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date