

Garland Christian Academy



Elementary Handbook

A NOTE FROM THE ADMINISTRATION

Welcome to GCA! We pray your student will enjoy a prosperous year. Do not hesitate to contact the elementary office at 972-487-0043 or elementary@garlandchristian.com.

MISSION STATEMENT

Garland Christian Academy, a ministry of Lavon Drive Baptist Church, offers Christian families a Christ-centered coeducational college preparatory program that is committed to spiritual and academic excellence, equipping all students to grow in the grace and knowledge of Jesus Christ and to effectively engage our increasingly complex culture and world for the cause of Christ. We are dedicated to providing an excellent academic and extracurricular program within in a Biblical worldview in order to develop a Christ-like, intellectually-equipped, community-focused, and well-rounded student.

ADMISSIONS COMMITTEE

The Admissions Committee is composed of the administrative staff and appropriate faculty members. The committee will make decisions in regard to students' grade placement, academic, behavioral or attendance probation, grade repetition, tutoring and withdrawal. The committee will also make decisions and direct policy in special or unusual occurrences.

AFTER SCHOOL SUPERVISORY PROGRAM

The After School Supervisory Program is for the benefit of families whose elementary student is not picked up from the school by 3:30 PM. Adult supervision is provided for \$5.00 a day from 3:30 to 4:00 or \$10.00 from 4:00 – 5:00 and \$12.00 until 6:00 PM

1. Students will be on the playground or in the elementary lunchroom.
2. Students will respond promptly to the supervisor.
3. Students will be provided with an adequate snack.
4. Students will be in the presence of the supervisor at all times.
5. Homework may be completed.
6. Playground and/or board games are available.
7. The fee should be paid by the 5th of the following month.
8. Late pickups will be charged.
9. In case of emergency if GCA cannot be reached, you may call LDBC at 972-272-7557 until 4:30 PM.

ARRIVAL TO SCHOOL

1. Parents should exercise extreme caution when entering/exiting the parking lot.
2. Cell phones should not be used while driving on the property.
3. The speed limit on the campus is 5 mph.
4. All vehicles should follow the drive-through plan.
5. Students should arrive to school after 7:45 AM, enter the building and properly prepare themselves for the school day.

ARRIVAL – EARLY

Students who must arrive before 7:45 AM may report to the elementary lunchroom as early as 7:00 AM for proper supervision. Students will be escorted to the classrooms at 7:45 AM.

ATTENDANCE

Regular attendance is essential to success in school. A student not only misses work on the day of the absence but is unprepared for the next day because of missed instructions and assignments.

A written note from the parent or guardian explaining the absence is required on the return to school.

Excused absences are for student illness, death in the family, or school-time doctor appointments which cannot be made after school. All make-up work should be completed according to the number of days absent. Students who are absent more than 20 days are referred to the Admissions Committee.

Students will be marked tardy if classroom arrival is after 8:10 AM and will be marked as ½ day of school if after 9:00. Students who are tardy more than 10 times during the school year will forfeit perfect attendance recognition and may be referred to the Admissions Committee.

CHANGE OF ADDRESS/TELEPHONE

It is extremely important that every student maintain an up-to-date address and home/work phone number record. Notify the school office immediately of any change in your personal information.

School parents who live in separate households and wish to be on the school mailing list should supply the mailing address to the school office.

CHAPEL

Chapel will be held weekly. Students are expected to listen carefully, participate fully, respond properly and be respectful of church property. Parents are always welcome to attend.

CLASSROOM DISCIPLINE

Students should demonstrate a cooperative spirit toward the classroom routine. Parents may be contacted during or after school regarding the student's display of an uncooperative spirit. Suspension and expulsion may be given.

CLINIC

The clinic is located in the elementary school office. School time injuries should be reported to the clinic for proper attention. Minor injuries will receive topical treatment. For more obvious injury or illness, parents will be called. The school will not hesitate to call 911 for suspicious or obvious serious injury. The student will be transported to Baylor Medical Center at Garland unless parental instruction is indicated on the emergency information form.

Students may also report to the clinic for physical discomfort. Students are expected to be in class when the body temperature is 99 degrees or less and are free from apparent contagious symptoms.

All school time medications will be kept in a locked cabinet in the school clinic. Medications must be in the original container. Proper doctor and parental forms must be on file.

COMPETITIONS

Students will have the opportunity to participate in competitions as provided by GCA. Parents should encourage students to pursue their interests, enjoy the learning experience of competition and gracefully accept the outcome.

DAY CARE PROVIDERS

Day Care providers should be provided with a copy of the school calendar and should be notified of changes to the calendar and special pick-up times. Day Care vehicles should follow the drive-through plan.

DISMISSAL PROCEDURES – KINDERGARTEN

Half-Day Kindergarten – Vehicles may park at the classroom door for student pick-up between 11:45 and 12:00 noon. After 12:00 noon students may be picked up in the Elementary School Office. Cars should exit the main entrance.

All-Day Kindergarten – Vehicles may park at the classroom door for student pick-up between 3:00 and 3:15 PM and follow the exit plan.

Students will be enrolled in the After School Supervisory Program if not picked up by 3:15 PM.

DISMISSAL PROCEDURES – PARENTS

Grades One to Five

1. Parents should follow the drive-through plan.
2. Parents should clearly display the ID tag in the left windshield.
3. Parents should remain in the car.
4. Drivers should observe the pick-up procedure and the parking lot attendant.
5. Cars should not drive through the playground area during school hours.

DISMISSAL PROCEDURE – STUDENTS

1. Students will remain in the classroom until called.
2. Students may not leave the dismissal area without permission.
3. Students should quickly enter the car.
4. High school students picking up elementary students should follow the drive-through plan.
5. Students not picked up by 3:30 will automatically be enrolled in the After School Program.

DRESS CODE

A uniform clothing list is available online. Clothing should have a clean, neat appearance. Pants and shorts with belt loops require a belt. Shirts and blouses must be tucked in. Plain white or gray t-shirts may be worn under the shirts or blouses. Shorts, skirts and jumpers are to be worn no shorter than the top of the knee. Clothing worn in the classroom must be on the uniform list. Shoes should be sturdy, low-heeled shoes such as tennis shoes. Khaki shorts, pants or skirts and green polo or sweatshirts are needed for field trips.

Outer clothing such as sweaters, sweatshirts and jackets must be labeled with the students' name. Students are discouraged from wearing jewelry to school.

Boys' hair should be conservative in style and off the collar, eyebrows and ears. Girls' hair should be conservative in style and away from the eyes.

EARLY PICK-UP

GCA understands that some appointments scheduled during school hours may not be avoided. However when a student leaves early, critical teaching time may be lost resulting in extra work for the teacher and student. Should a parent need to pick up a student before school dismissal time, a parental note should be given to the teacher explaining the nature of the student's absence and specified pick-up time. Students should be picked up from the elementary office. If the pick-up time is undetermined, the school office may be called and the student may be given the message.

EMERGENCY DRILLS/BAD WEATHER/SCHOOL CLOSING

Periodic fire, bad weather and lock-down drills will take place throughout the year. Students are expected to respond to the alarm properly. No talking will take place during a drill or emergency procedure. Students should be prepared to respond to the teacher's directions.

In case of an emergency, parents should understand that the school will take all necessary precautions in the interest of student safety. Parents should also take necessary precautions for their own safety. Students will be monitored and cared for by school personnel until the parents' arrival.

In case of school closure for bad weather (only) we will copy GISD.

FIELD TRIPS

Teachers will plan off-campus trips to enhance the curriculum and enrich the students' learning experience. Students should wear the designated green and khaki field trip uniform. Parents may be needed to chaperone and provide their own transportation. Preschool children should be left with a sitter.

GRADING SCALE

Kindergarten 4/5		Elementary Grades 1-5	
S	Satisfactory	Excellent	A (90-100)
N	Needs Improvement	Good	B (80-89)
I	Improving	Average	C (70-79)
U	Unsatisfactory	Failing	F (0-69)

HOMEWORK

Homework assignments are given for drill, practice, remedial activity and special projects are assigned which provide independent learning opportunities. Questions regarding homework should first be directed to the teacher.

INVITATIONS

If your child is going to bring invitations to school for a party at home, make sure that all the children in the class are invited. Otherwise, make other arrangements to distribute the invitations.

LUNCH

Students may bring a lunch from home or purchase lunch from school. Parents are welcome to join their student for lunch **after the second week of school**. Students are expected to exhibit proper table manners.

1. Observe lunchroom procedures.
2. Take appropriate size bites of food.
3. Chew with mouth closed.
4. Sit properly and eat over the table.
5. Properly dispose of all trash.

PARENT-TEACHER CONFERENCE

Parent-teacher conference days are scheduled on the school calendar. In addition, parents may contact the teacher in writing, by email or by voice mail. Conferences must be scheduled with the teacher.

Parent-Teacher Meetings (PTM) are also scheduled on the school calendar. The teachers are available at those times. Your student's progress is a very personal matter and should not be discussed in the presence of other students or parents.

PARENT VOLUNTEERS

Parents are encouraged to be active in their student's school life. Parents should notify the classroom teacher of availability to participate in classroom activities and have a background check on file.

PARTIES/PARTY FEE

Elementary has five parties a year: Patriot Day, Christmas, Valentine, Easter and End-of-Year. A party fee will be collected at the beginning of the year. All food items must be store bought.

PERSONAL PROPERTY

The school is not responsible for lost or damaged property. Personal belongings, coats and school items should be clearly marked with the student's name. Toys, jewelry and other non-school items should be

left at home. Unclaimed items will be placed in the Lost and Found closet in the library workroom. At the close of the school year, items are available at garage sale prices or may be donated to charity.

RECESS

1. Students' are expected to play within the teachers' view.
2. Students should use play equipment properly.
3. Students should not throw rocks or other harmful objects.
4. Classroom balls should be returned to the classroom.
5. Improper language will not be tolerated.
6. Students should demonstrate friendliness by sharing, taking turns and following established rules of the game.
7. Students should line up immediately at the teacher's signal.

REPORT CARDS

1. Report cards will be available for viewing on line after the close of each marking period.
2. Poor academic achievement, behavior and attendance should be addressed by the parents and the Admissions Committee.

SCHOOL PROGRAMS

Student attendance at school programs is mandatory. In case of an unavoidable absence, the program director should be notified.

SCHOOL RULES

We believe all students can behave appropriately while at school. We will allow no student to interfere with the teaching procedure or prevent the students from learning. The choice of behavior is the student's. Students who do not follow the behavioral expectations will be corrected. For repeated or serious offenses parents will be contacted. Students are expected to respond immediately and with respect. The teacher and the administrator will keep a record of offenses for each student.

1. Avoid recurrence of the same offense.
2. Follow directions the first time they are given.
3. Keep hands, feet and objects to your self at all times.
4. Walk inside the building.
5. Name calling, teasing or inappropriate language will not be tolerated.
6. Gum chewing on campus is prohibited.
7. No fighting.
8. Honor parents and the teacher.
9. Enter buildings quietly.
10. Classes will walk in lines. Lines will stop at corners.
11. Class work shall be completed neatly and accurately. Careless and late work will be penalized.
12. After restroom visit toilets should be flushed, hands washed with soap and water and paper properly disposed.
13. Homework shall be completed neatly and assignments and materials returned to school.
14. Students should not leave the school campus without permission.
15. Students are liable for damaged school property.
16. Students should respond to all school visitors with respect.
17. Substitute teachers will be honored and respected.
18. Animals should not be on campus without permission.

SCHOOL SUPPLIES

Students should have ample supplies at all times. Textbooks should always be at school for class. Students will pay for damaged/lost books.

TELEPHONE

The school phone is for business purposes. Students may use the phone only in an emergency. Family arrangements should be clarified with the student at home.

VISITORS

Parents/Visitors are asked to report to the school office to register and receive a visitor's pass.