

# Gainesville Potter's House Christian Academy

*A Ministry of Iglesia Casa del Alfarero*



## Parent-Student Handbook

Coralis Moore, Principal

12100 NW 39th Ave.  
Gainesville, FL 32606  
Ph. 352.244.8989

Email: [Gainesvillephca@gmail.com](mailto:Gainesvillephca@gmail.com)

*"Where Passion meets education"  
Building a community of lifelong learners!*

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## **Mission**

*Gainesville Potter's House Christian Academy exists to see young children come to Christ, to help them grow as Christians, and to aid the home in the spiritual, academic, and physical education of their child. The mission at Gainesville Potter's House Christian Academy is to build a solid educational foundation for our children, enriched with spiritual and social values that will prepare and develop them to become our future leaders—with an emphasis on their positive abilities. GPHCA visualizes this effort as a movement that unites the home, church, and the community in harmony.*

1. WE BELIEVE...[The Scriptures are Inspired by God](#) and declare His design and plan for mankind.
2. WE BELIEVE...[There is only One True God](#)—revealed in three persons...Father, Son, and Holy Spirit (commonly known as the Trinity).
3. WE BELIEVE...[In the Deity of the Lord Jesus Christ](#). As God's son Jesus was both human and divine.
4. WE BELIEVE...though originally good, [Man Willingly Fell to Sin](#)—ushering evil and death, both physical and spiritual, into the world.
5. WE BELIEVE...[Every Person Can Have Restored Fellowship with God Through 'Salvation'](#) (trusting Christ, through faith and repentance, to be our personal Savior). [1 of 4 cardinal doctrines of the AG]

6. WE BELIEVE...and practice two ordinances—(1) [Water Baptism by Immersion](#) after repenting of one's sins and receiving Christ's gift of salvation, and (2) [Holy Communion](#) (the Lord's Supper) as a symbolic remembrance of Christ's suffering and death for our salvation.
7. WE BELIEVE...[the Baptism in the Holy Spirit is a Special Experience Following Salvation](#) that empowers believers for witnessing and effective service, just as it did in New Testament times. [1 of 4 cardinal doctrines of the AG]
8. WE BELIEVE... [The Initial Physical Evidence of the Baptism in the Holy Spirit is 'Speaking in Tongues.'](#) as experienced on the Day of Pentecost and referenced throughout Acts and the Epistles.
9. WE BELIEVE...[Sanctification Initially Occurs at Salvation](#) and is not only a declaration that a believer is holy, but also a progressive lifelong process of separating from evil as believers continually draw closer to God and become more Christ like.
10. WE BELIEVE...[The Church has a Mission](#) to seek and save all who are lost in sin. We believe 'the Church' is the Body of Christ and consists of the people who, throughout time, have accepted God's offer of redemption (regardless of religious denomination) through the sacrificial death of His son Jesus Christ.
11. WE BELIEVE...[A Divinely Called and Scripturally Ordained Leadership Ministry Serves the Church.](#) The Bible teaches that each of us under leadership must commit ourselves to reach others for Christ, to worship Him with other believers, and to build up or edify the body of believers—the Church.
12. WE BELIEVE...[Divine Healing of the Sick is a Privilege for Christians today](#) and is provided for in Christ's atonement (His sacrificial death on the cross for our sins). [1 of 4 cardinal doctrines of the AG]
13. WE BELIEVE...in [The Blessed Hope—When Jesus Raptures His Church Prior to His Return to Earth](#) (the second coming). At this future moment in time all believers who have died will rise from their graves and will meet the Lord in the air, and Christians who are alive will be caught up with them, to be with the Lord forever. [1 of 4 cardinal doctrines of the AG]
14. WE BELIEVE...in [The Millennial Reign of Christ](#) when Jesus returns with His saints at His second coming and begins His benevolent rule over earth for 1,000 years. This millennial reign will bring the salvation of national Israel and the establishment of universal peace.
15. WE BELIEVE...[A Final Judgment Will Take Place](#) for those who have rejected Christ. They will be judged for their sin and consigned to eternal punishment in a punishing lake of fire.
16. WE BELIEVE...and look forward to the perfect [New Heavens and a New Earth](#) that Christ is preparing for all people, of all time, who have accepted Him. We will live and dwell with Him there forever following His millennial reign on Earth. 'And so shall we forever be with the Lord!'

## Gainesville Potter's House Christian Academy

### **OFFICE HOURS**

**8:00- 3:00**

### **SCHOOL HOURS**

**7:30 A.M. - 1:55 P.M.**

EXTENDED SCHOOL DAY (ESD): 1:55 P.M. – 5:30 P.M.

### **ADMINISTRATION**

#### **Church:**

Gainesville Potter's House is a ministry which is both integral to and inseparable from the Iglesia Casa del Alfarero A/D Church and is part of its missions, outreach, and educational program. It is neither the intent nor the purpose of GPHCA to lead the church, but for all school activities to be centered around the local church. Therefore, the school is operated as an entity of the local church and is not separate from it. The Superintendents, Principal, and Advisory Board are responsible for setting all policy for the School.

#### **Superintendents:**

The Pastor of Iglesia Casa del Alfarero A/D Church shall serve as Superintendent of the school. He is responsible for the overall operation of GPHCA, including the hiring of the principal and the faculty, and the selecting of the Advisory Board.

#### **Principal/Administrator:**

The principal/administrator of GPHCA is responsible for the implementation of all policy and procedure as set forth in the handbook. He/She is also head of day-to-day operations.

#### **School Advisory Board:**

Our Advisory Board consists of dedicated Christians that believe in the values and philosophies necessary for educational success. The Board of GPHCA is an Advisory Board only. The school administration and Principal, upon advice from the Board, will approve and direct all policy, executive decisions, and financial accountability.

#### **Faculty/Staff:**

Our well-equipped faculty is committed to giving each student a better education in a better environment. They will maintain high moral standards for their own lives and will be a positive example for the students in and out of the classroom.

## **PHILOSOPHY OF OUR SCHOOL**

Gainesville Potter's House Christian Academy believes that a school's philosophy underlies its whole framework. Our philosophy is our foundation; therefore, it determines what we do. The proper philosophy of education will directly or indirectly enhance every other area of life.

Since Christian education is one that includes Christ, the result is ultimately a character and conduct like His. Our purpose is to provide academic excellence for each student and to train them in the nurture and admonition of the Lord. Our goal is to ensure that every student knows Jesus Christ as his Savior. We endeavor to teach character, integrity, and self-discipline. We believe it is the responsibility of the home, the church, and the school to work together to develop obedience, respect, and responsibility. We expect cooperation from the home by encouragement as the students grow spiritually, mentally, and physically.

Our enrollment philosophy is a mixture of open and closed enrollment. Students entering K5 through fifth grade may enter under the normal admissions procedures. However, enrollment in grades 6-12 is limited to students who can give a testimony of having a personal relationship with Jesus Christ and whose families regularly attend a church of like faith. An interview with the pastor and administrator/ principal must be held for all incoming students in grades 6-12.

Our faculty and staff are totally committed to this philosophy. We promise to strive to provide a quality education in a loving environment. This is accomplished by making the Word of God the most important textbook at GPHCA because it teaches us that there are absolutes that govern our lives, and we are each accountable to the Lord Jesus Christ.

“Remember now thy Creator in the days of thy youth . . .”

Ecclesiastes 12:1

## **OBJECTIVE IN EDUCATION**

1. To provide opportunities for the student to receive Christ as personal Savior. (John 1:12)
2. To teach the student to treat everyone with love and respect as unique individuals created in the image of God. (Philippians 2:1-4)
3. To teach biblical character qualities and provide opportunities for the student to demonstrate them. (Galatians 5:22-23)
4. To teach the student the respect for and submission to authority from God's perspective. (Romans 13:1-7)
5. To teach the student how to become a contributing member of society by realizing his need to serve others. (Galatians 5:13)
6. To teach the student good citizenship through an understanding and appreciation of our Christian and American heritage (home, church, nation). (Joshua 4:6-7)
7. To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God. (I Corinthians 6:17-19)
8. To help the students develop a Christian worldview by integrating life and all studies with the Bible. (Joshua 1:8)
9. To teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it. (II Timothy 3:15-17)
10. To teach the student to understand and use the fundamental processes (such as reading, writing, mathematics, speaking, and listening) in communicating and dealing with others. (Psalm 119:66)
11. To encourage the student to develop the mind of Christ. (Philippians 2:5)
12. To teach the student how to research and to reason logically issues of life from a biblical perspective. (Hebrews 5:14)
13. To help each student find the will of God for his life and to do it in order to reach his full potential. (Romans 12:2)
14. To teach the student to hide God's Word in his heart through memorization and meditation. (Psalm 119:11)
15. To encourage parents to realize and shoulder their responsibility for the spiritual, moral, and social education of their children. (Deuteronomy 6:4-7)



**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.

**Pledge to the Christian Flag:**

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

**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 Word in my heart that I might not sin against God.



## **CONFERENCES**

### **Monthly Parent/Teacher Conferences**

Conferences are scheduled periodically throughout the academic school year. These meetings provide parents an opportunity to talk with the teacher and receive an overview of the next nine weeks' curriculum highlights and important calendar dates. We have an open door of communication at GPHCA and encourage Parent/Teacher conferences throughout the year, as needed. Teachers will provide dates and times in which you may sign up; sign up will be in the school office.

### **Parent/Teacher Conferences by Appointment**

Parent/Teacher conferences may be scheduled by appointment with the teacher and/or the administrator throughout the year. Please feel free to make an appointment with a teacher if you are having concerns about your child's progress. This ensures freedom to discuss your child's progress unhindered. As a courtesy to our staff, we ask that you not approach them before or after school. Please call the office to set up an appointment. Teachers will be unable to return phone calls during school hours. They have a responsibility to their classes and cannot leave them unattended to use the phone. Conferences may also be scheduled via correspondence between the parent and teacher.

We expect parents, students, and others to join us in seeing that constructive suggestions and concerns are brought to the school administration only, and that the matters of personal and private nature are honorably kept that way. Matters of this nature are not to be discussed openly, on school property, or within the school population, including students and parents.

### **Parent/Principal Conferences**

Our Principal maintains an open door of communication and has your child's best interests at heart. She is available for conferences when necessary. Simply call the school office during regular hours and an appointment will be scheduled at his earliest convenience. Due to the busy nature of a principal, we ask that if you have questions concerning a situation in the classroom, please contact the teacher first. If the matter is not resolved, then schedule a meeting with the principal.

## **ATTENDANCE**

**Absences:** The following attendance policy applies to all students' on-campus or on-line. Compulsory attendance is required for all students between the ages of 6 and 16 (FS 232.01). Parents are responsible for the attendance of their children and are also required to notify the school of any absence. The school year is divided into four quarters of nine weeks each. The state law mandates at least 170 actual school days/year with 540 net instructional hours for students in kindergarten, 720 net instructional hours for students in grades 1-3, and 900 net instructional hours for students in grades 4-12. Our school offers 180 actual school days or 990 net instructional hours. **Any student in grades K5 - 8 who is absent 20 or more days in a year cannot pass that grade.**

In the case of a severe, long-term illness, there is an exception; but thorough documentation must be provided by a physician. **Any high school student (grades 9 - 12) who misses 18 or more days in the year automatically fails and will not receive credit.** State law mandates that 900 net instructional hours (or 170 days), minimum, must be adhered to in order to receive full credit. Our school offers each high school student 990 net instructional hours (or 180 days). Please be conscious of this throughout the year.

When a student is absent, a written note is required by the parent or guardian stating the reasons for the absence. This must be given to the office when the student returns to school. **Notes written by students and signed by parents will not be accepted.** Absences are excused for illness, death in the immediate family, extenuating circumstances, or pre-arranged absence. Students will have three days to make up the missed work, beginning on the day they return to school. Unexcused absences will result in zeros for the missed work. No tuition will be refunded due to absences. **After four unexcused absences per Grade Period a warning letter will be sent to the parents.**

### **Tardiness:**

A student is considered tardy when he is not in his seat when the class begins (8:00). Excessive tardiness will be considered criteria for possible suspension/expulsion. Parents should see that students arrive at school at least ten minutes prior to the beginning of class. This allows the student time to prepare for the day. The following policy will be enforced:

1. A maximum of Six (6) tardies will be allowed per semester.
2. After **six**, a letter will be sent home to the parents.
3. Each **three** thereafter will be recorded as an absence.
4. **Twenty absences** in a year will result in failure (K5-8<sup>th</sup>)
5. **Eighteen absences** in a year will result in failure (9<sup>th</sup>-12<sup>th</sup>)

### **Early Sign-Out:**

When a child is dismissed from school before **11:30 a.m.**, the student will be considered absent for the entire day. Students must be signed out in the office and signed back in if they return the same day. A note must be sent to the office from the parent or guardian stating the time of the student's appointment and who will be picking up the child from school. **No child will be dismissed to go with anyone other than the child's parent/guardian unless permission is received orally or written from the parent/guardian. Identification will be required at the time of pick-up.**

### **Before School Day (BSD)/Extended School Day (ESD):**

Students are offered before-school and after-school services. Financial information and hours for this service may be obtained in the school office. **All school codes of dress and conduct will apply while any student is participating in these programs.**

### **Morning Drop-Off Procedures:**

7:30 a.m.	Doors Open
7:30 a.m.	Students are permitted to go to the classroom for daily preparation time (Students should use the restroom, sharpen pencils, write down assignments, organize seat work, unpack backpacks, turn in forms, etc. as requested)
7:45 a.m.	Morning Meeting
8:00 a.m.	Classes Begin

Please make sure your child is at school in enough time to prepare for his day. Late arrival hinders students' preparedness for the school day and can affect overall performance. Classes will begin promptly at 8:00 a.m.

### **Student Pick-Up Information:**

School pick-up passes are issued to each family, and no child will be dismissed to go with anyone other than those with the proper passes. If you need to make other arrangements, please send in a written note giving authorization for your child to leave with someone else. **We will not allow a student to leave the school grounds unless permission has been received from a parent or guardian.** For the safety of the students, GPHCA reserves the right to prohibit pick-up of any student by anyone who displays the appearance of being impaired, intoxicated, or otherwise incapacitated.

### **Student Vehicles and Parking**

Students who drive a vehicle to school must register their vehicle with the school office. A copy of the student's driver's license and proof of insurance must be given along with the registration form. Student parking will be in the parking lot. Please park in one space only. Do not take up two or more spaces with vehicles. Students must drive slowly and carefully on our school property, remembering that there are many precious students walking around the property – even after school. Fast or

careless student drivers will no longer be able to drive their vehicles to school. **Campus Speed Limit is 5 MPH.**

### **HEALTH RECORDS**

All students entering Gainesville Potter's House Christian Academy must have a current Certification of Immunization (HRS 680) on file in the school office. This certificate may be obtained from your family doctor or through your local County Health Department. HRS/DCF Form 680, Part A, must be filled out and turned in to the school office before the child enters Kindergarten. **All students must have up-to-date records before entering school.**

### **CONTACTING OF STUDENTS**

All business transactions will be handled in the principal's office Monday through Friday. The school office is open 8:30 a.m. to 3:00 p.m. daily. Parents are asked not to interrupt classes to speak with a child. Parents may call the school office if it is imperative that a student receive instructions prior to the end of the school day, and those will be forwarded as soon as possible. The school office telephone is the only phone available for students, and it cannot be used without the permission of the school secretary or principal. **Students are not allowed to carry ipod, mp3, cell phones or any other electronics devices during school hours.** Such items must be turned **off** and given to the teacher every morning. Only a teacher or administrator can give a student permission to use a cell phone in an emergency. At the end of the day it will be returned to the specific owner.

Parents are responsible to notify the school office with any changes of personal information, including change of address, change of telephone numbers for home or work, or change of parental custody. This will ensure that we can contact you immediately should an emergency arise.

### **SCHOOL INSURANCE**

Every student is required, by state law, to have accident insurance coverage. If the student is covered under another policy, then the school insurance policy becomes a **secondary** policy. The cost of this insurance is included in the registration fee. Please be sure to indicate on your application or inform the office if you have other insurance.

### **ILLNESS AT SCHOOL**

When a child becomes ill at school, has a fever of at least 100 degrees, or has nits/head lice, the parent or guardian will be called to pick up the child. The school will not call unless it becomes necessary. Our staff is trained in basic first-aid procedures and CPR. Medical release forms will be kept on file in the school office for medical emergencies so that the parents, guardian, or designated persons may be contacted.

### **ACCIDENTS**

Any accident in the school building or on the school property will be reported immediately to the school office. Parents will be contacted as soon as possible. An accident report will be filled out and put on file. The school reserves the right to administer emergency first-aid when necessary and/or summon the assistance of the fire department, EMS, hospital, police, or other emergency services,

etc., and to have students transferred to a hospital, if required, even if the parents cannot be reached beforehand.

### **MEDICATIONS AT SCHOOL**

Florida law prohibits school personnel to administer any medication without explicit permission and instructions. This includes prescription and non-prescription medications. The following medication procedure will allow school personnel to administer all medications that are necessary:

- A written note from the parent or guardian which includes the child's name, medications, dosage, and time the dosage is to be administered.
- Medication must come to school in the original container.
- Medication is to be kept by the school secretary, and a note from the parent/guardian is to be forwarded to the child's teacher letting him know when the child is to be sent to the office for medication.
- Inhalers may be kept in the child's possession, but a note must be kept on file in the school office.

### **LUNCH**

All classes will eat lunch at the same time each day; Elementary students from 11:15-11:45 and on Wednesdays 10:20-10:50. Thanksgiving prayer will be said in the classroom before they go to the lunchroom. Proper manners are expected while eating. Students are to remain seated unless given permission from the teacher. Students may bring bagged lunches. Lunch boxes with graphics must not exhibit sorcery, witchcraft, rebellion, vulgarity, immodesty, profanity, violence, immorality, unacceptable music, or anything contrary to our Statement of Faith. The Administration will make the final decision on what is acceptable. No student is allowed in the kitchen area. We ask that you avoid glass containers. Please provide napkins and utensils as needed. Students are responsible to clean up after themselves. Please put all trash in trash cans. Parents are welcome to join students for lunch.

### **SAFETY MEASURES**

#### **Fire Drills:**

Gainesville Potter's House Christian Academy holds regular (monthly) fire drills to prepare for possible dangers. Students are to remain quiet during these drills so instructions can be easily heard and followed as quickly as possible. Teachers will instruct students further on procedures, and there will be a practice fire drill the first week of school. Evacuation routes are posted throughout the school complex. Any student who intentionally pulls a fire alarm falsely will be given 100 demerits, will meet with the school advisory board, and will be suspended from school for one day.

#### **Lock-Down Drills:**

Gainesville Potter's House Christian Academy holds regular lock-down drills to ensure the safety of the students against any dangerous situations. During these drills all doors are locked, lights are off, and all students are quiet in order to hear the teacher's instruction.

**Bad-Weather Alert:**

If the public schools of Alachua County are dismissed early or are closed because of bad weather, Gainesville Potter's House Christian Academy will also be closed. Tune in to your local radio or TV stations for information.

**Other Crises**

Gainesville Potter's House Christian Academy maintains a crisis manual with policies and procedures therein pertaining to other types of emergencies. The US Department of Homeland Security school safety plan is the model that we have adopted to create our manual.

**PROHIBITED ARTICLES AND CONDUCT**

Cigarettes; alcoholic beverages; narcotics; dice; electronic games; MP3 players; iPods; playing cards; knives; guns; matches; explosives of any kind; skateboards; radios; lasers; beepers; pagers; cell phones (may be brought, but turned off and put away); magazines, tapes and CD's not related to class work; toys; and other non-school related items are not permitted on school property. As a Christian school, we believe that rock, rap, country, and pop rock concerts and dances are counterproductive to what the Bible teaches. Therefore, we encourage our students not to attend these types of activities.

**VANDALISM**

Students should have concern for the maintenance and upkeep of the school. Any student defacing, altering, or destroying property, even through negligence, must replace or repair the property that is affected and will receive the discipline measures deemed necessary by the Administration. Deliberate vandalism will result in suspension and possibly expulsion. Parents will be notified by letter of the vandalism and will be responsible for the repair invoice. Pranks that alter property but do not destroy it are frowned upon and will receive a penalty.

**CAMPUS VISITING**

**Adult Visitors:**

Gainesville Potter's House Christian Academy welcomes parents/guardians to eat lunch with the students on Fridays, or chaperone field trips. When visiting the campus or becoming involved in school activities, please adhere to the following rules:

1. Please check in at the school office before going to the classrooms, lunchroom, chapel, or field trip areas. You will be given a name tag if you will be on the property for any significant length of time.
2. While it is not the intention of the school to dictate personal dress standards, while on school property or participating in a school event we ask that parents and family members dress modestly and appropriately, being conscious of necklines, length, tightness, etc.
3. No smoking or use of tobacco products is permitted on school grounds.

4. Use of vulgar or improper language will not be printed or spoken.
5. Parents are welcome to eat lunch at GPHCA with their child on Fridays only.

**We appreciate your helpfulness in following these rules. THANK YOU!**

### **Student Visitors:**

Student visitors will be accepted on a pre-arranged basis if the school administrator deems it suitable. Many times a student will want to visit the school when deciding to transfer from another school. **All dress and conduct standards will apply to those visiting.** Former students may not come to school just to "hang out" with old friends.

### **Volunteers**

If you are volunteering in any area of the school, we ask that you please dress casual and wear comfortable shoes. Also it is mandatory for every volunteer to have their fingerprints background check thru the school prior to doing any volunteer work.

## **FIELD TRIPS**

Classes may take field trips to various places during the school year. Information regarding cost, date, and time will be sent home with the students at least two weeks prior to each trip. Failure to sign the appropriate permission slip and return it with the money due may forfeit your child's right to participate.

Chaperones for the field trips may consist of school faculty, church faculty, and parents. Chaperones are expected to dress modestly (See Campus Visiting for further explanation). All chaperones are to understand that they will be responsible for the welfare of each student assigned to their care and will follow all instructions given by the teacher or field trip coordinator. Students are expected to maintain the same degree of self-discipline as is required during a regular school day. Sign up during Open House to be considered as a room parent/chaperone. Sibling attendance to any event will be decided on a per-event basis by the Administrator. Students' attire will be dictated per activity by the Administrator.

## **DRESS AND HAIR STANDARDS**

In keeping with the basic concept, policies, and principles of Gainesville Potter's House Christian Academy the school family seeks to present a good appearance. Cleanliness, clothing, and hairstyles are matters which properly concern the Christian and, therefore, the Christian school. The following biblical references are guides to assist us in this area: I Timothy 2:9-10; I Corinthians 11:14; I John 2:15.

One way the community judges the school is by the attire of its faculty and students. Because of this, everyone associated with Gainesville Potter's House Christian Academy should be motivated to be above reproach in the matter of outward appearance. The Administration reserves the right to determine what is acceptable or unacceptable regarding dress. Any student who is out of dress code, including uniform, shirt undocked, hair standard, unshaven, no belt, etc. will receive an



automatic detention the following Wednesday. All students in K5 through 12<sup>th</sup> grade will be wearing the uniform shirts (polo) with school logo or patch made available by GPHCA, along with the appropriate skirts and pants. The following uniform guidelines will apply:

**Girls:**

Hairstyles and nails must be in good taste. Girls in grades K 5-12 must wear a school uniform polo shirt with a logo, along with a navy slacks, jumper, or skirt.

**Boys:**

A man's life should reflect an attitude of self-control and prudence and demonstrate a pattern of good works (Titus 2:6-7). Therefore, young men attending Gainesville Potter's House Christian Academy Must be neatly groomed at all times.

Boys in grades K 5-12 must wear the school uniform polo shirt with school logo, along with navy slacks. Pants must be kept at the waist with a belt with shirts tucked in.

**NOTE: This policy will be enforced at all times.**

**Boys' and Girls' Accessories:**

Tennis shoes are allowed to be worn for grades K 5-12. **"Flip-flop" style shoes are not permitted. Flip flop type toes cannot be worn as a school shoe.** Open toed shoes are not permitted. See the administrator if you have a question about a shoe. Jackets are permitted but must be in good taste.

**Hats, caps, visors, sweat bands, and sunglasses are not permitted in the classroom.**

Sunglasses are not to be worn round the neck or on top of the head. Shading accessories may be worn when exiting the buildings. No wallet chains may be worn. The Administrator reserves the right to refuse any student to class who does not meet the standards of dress set forth by Gainesville Potter's House Christian Academy.

**School Activity Dress Policies**

Throughout the year there will be special activities such as, school programs, concerts, and graduation ceremonies that students will attend, whether or not that student is actually part of the program. It is required that you stay in school dress when coming to events in our school, such as programs, concerts, and graduations. Girls may wear denim skirts, as long as the length and the slits are below the knee and it passes the Designer's Ease test. Tops may be casual shirts or blouses that have appropriate necklines and "Designer's Ease. Boys may wear casual pants (no jeans) and a collared shirt that is tucked in. Any student not in the appropriate dress codes above will be asked to leave the activity and go home to change.

### **Special Dress Days**

Several times throughout the year, there will be days that may allow for a special dress code. As these days approach, we will announce it to the student body ahead of time. There will be three different types of days: 1) Regular dress code (uniforms/everyday use), 2) Casual dress code, and 3) Play-time dress. We will announce these special days as such, and will expect the guidelines below to be followed for that day:

- Regular Dress Code – normal school uniform as written on pages 17-18.
- Casual Dress Code – Loose-fitting denim skirts and collared shirt for girls, loose-fitting jeans and collared shirt for boys. Neat looking tennis shoes are acceptable. All standards of modesty (length, neckline, slits, and designer's ease) still apply.
- Play-time Dress Code – Usually reserved for carnivals, athletic events, field days, etc. Students may wear loose fitting t-shirts (dark color if water is involved) and knee length, loose shorts. Shirts may only have sports team logos – no other logos or pictures, please.

## **ACADEMIC POLICIES**

### **Curriculum:**

Gainesville Potter's House Christian Academy utilizes only Christian textbook publishers. GPHCA primarily uses the ABeka Book curriculum. This is one of the largest Christian curriculum publishers in the world.

History is taught as a record of God's plan for mankind as related to man's creation and fall, the redemptive plan of God, and the fulfillment of God's perfect will and purpose for His creatures.

· The Science course of study represents the universe as the direct creation of the God of the Scriptures and refutes the man-made idea of evolution. It presents God as the great Designer and Lawgiver, without whom the evident design and laws of nature would be inexplicable.

· Reading is given a great deal of importance in the curriculum. Phonics is employed as the most logical and orderly way to teach children to read English. The ABeka Curriculum is based on a superior phonics system that ensures a good reading foundation upon which all other subjects are built.

When the Bible and prayer were removed from the public school classroom, a void was created in the education of our children. Gainesville Potter's House Christian Academy intends to fill that void by beginning each day with prayer and Bible study.

### **Bible**

Bible study is recognized as being of fundamental importance and is a required subject. It adds to the study of English, history, geography, and science. Without knowledge of Bible truth, a student cannot be considered educated. No other course offered in this school affords the great opportunities for laying a foundation for Christian character. The King James Version of the Bible is the accepted version used throughout our school for study and memorization. Other versions are NOT acceptable for class work or chapel services. A Bible is required for 3<sup>rd</sup> through 12<sup>th</sup> grades.

#### **K5-8<sup>th</sup> Grading Scale:**

A+ 100	C+ 78-79
A 92-99	C 72-77
A- 90-91	C- 70-71
B+ 88-89	D+ 67-69
B 82-87	D 60-66
B- 80-81	F 0-59

#### **High School Grading Scale**

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

All class work is to be done on standard-size wide-ruled loose leaf notebook paper. Certain subjects may require a special type of paper (graph, construction, typing, etc.). All work must be neat and legible. A teacher may refuse to accept work that is not neat and legible. We believe homework is an integral part of our school program. Not completing and turning in homework assignments will result in discipline, as outlined in the Discipline section of this handbook.

Report Cards will be handed out at the end of each quarter. Also, to keep you informed of your child's progress, we will send out Progress Reports midway through each of the nine weeks. Please make sure all Progress Reports and Report Cards are signed and returned within two school days.

### **Honor Roll Requirements:**

PRINCIPAL'S HONOR ROLL: Students earning A's in all subjects, including electives

A-B HONOR ROLL: Students earning A's and B's in all subjects, including electives

Honor rolls will be given after each quarter, as well as a year-long honor roll at the end of the year.

### **Pass/Fail Requirements:**

Students receiving an "F" in two academic subjects (English, Math, History, and Science) will be held back in the same grade and are not eligible for promotion. This is not to hinder the students, but rather to ensure that they have the proper foundation to succeed. Students receiving two D's in academic subjects may pass to the next grade on a nine-week probationary period.

## **DISCIPLINE PROCEDURES**

At Gainesville Potter's House Christian Academy we believe that the best kind of discipline is to use the redirect procedure. In the case that we need to discipline a student the following rules will be use:

1. We will sit down with the student and have a serious talk to find out the cause of his/her behavior.
2. A warning will be given to the student in front of his/her parents with a written project or essay to be completed by the student.
3. Any class or work that the student missed due to his/her behavior will have to be completed after school hours or Saturdays (at the Administrator or Principal discretion).
4. Removal of the student from his/her grade group.
5. Finally the student could be expelled if his/her behavior continues to be detriment to the welfare or safety of his/her peers or the staff at GPHCA.

## **Internet Use Policy**

As good as technology has been for today's consumer, student, and educator, there are unfortunately many new ways that Satan can use today's technology to get young people's hearts turned away from the Lord. Therefore the administration, school advisory board and deacon board of Iglesia Casa del Alfarero have found it necessary to develop an appropriate internet use policy for all students. These policies only apply to things done in our own school computers. The consequence for not following these policies will be:

- Students may not access a personal website on any social media. The use of these sites has evolved into an evil tool that Satan is using to turn Christian teenager's hearts away from the Lord. Besides much inappropriate content, some bordering on pornography has been the subject of much criticism because of its safety and security issues. For these reasons, and many more, GPHCA students will not be allowed access to their personal social media account while using school computers.
- Students may not access personal accounts with any other sites with the same capabilities of Facebook.
- Students are not permitted to email, instant message their personal friends, and or have online photo albums such as Kodak, wal-mart, o-foto, picasa, photobucket, etc. while using school computers.
- Facebook/Twitter/Snap Shot, Instagram, What's App although somewhat private and secure will not be allowed to be accessed while using school computers.
- If any inappropriate content is ever found online that belongs to a GPHCA student, that student will require a meeting with the administrator and school board, and will receive the appropriate punishment (or expulsion) for the content.

## **ADMISSIONS POLICY**

Gainesville Potter's House Christian Academy has an open-door admissions policy without regard to race, color, or national origin. No discrimination is permitted against any student in the same regard.

Gainesville Potter's House Christian Academy is a private institution. Therefore, upon acceptance, all students/parents with SUFS scholarship are expected to commit to a full school year enrollment. Also all students are expected to conform to the school handbook without exception. It is to be considered a privilege to attend GPHCA and not a right. **The Administration reserves the right to dismiss any student at any time with or without cause if it feels such action to be in the best interest of the institution.**

### **August Parent/Student Open House:**

(Required for at least one parent or guardian)

Open House provides an opportunity for you and your child to meet the teacher(s). Curriculum highlights and important calendar dates will be provided for the first nine weeks. Needed information regarding test schedules, homework procedures, and class expectations will be covered. It is required that at least one parent or guardians attend Open House. All students are asked to bring their school supplies that night as well. Attending Open House ensures a confident start for the school year.

### **Enrollment:**

All students will be required to fill out an application for enrollment for Gainesville Potter's House Christian Academy. For students entering grades 6-12, an interview will be conducted by our Pastor/Principal and Administrator with the parent/guardian and the student requesting admittance. The following procedures for admission will apply:

1. Set up an appointment to view the school, obtain enrollment forms, and conduct your interview.
2. Bring back the completed enrollment forms, read the parent/student handbook, and pay all applicable enrollment fees (Students are considered enrolled once the enrollment fee has been paid).
3. Agree to abide by all school policies as set forth in our Parent/Student Handbook.

Items needed for enrollment:

- Written application and enrollment forms
- Copy of student's birth certificate
- Student's HRS 680 Form (Certification of Immunizations).
- Student's current physical exam form.
- Copy of student's social security card (Optional)
- Copy of last year's standardized test scores
- Recommendation from previous school

All grades, achievement test scores, and discipline records will be obtained from the student's former school, if applicable. Students are admitted on a nine-week probationary period. During this nine-week period, if a new student is not adjusting well, a meeting will be called with the parent/guardian to discuss appropriate measures.

Admittance can be rejected after receiving and evaluating a student's previous records. We ask that all areas that may bring about academic or behavior concerns be addressed during the initial interview. We consider our Academy to be a ministry in helping you, the parent/guardian, in training up your child in a Christ-like manner. Honesty regarding your child's strengths and weaknesses will help us in placing your child in the best appropriate class.

Students must reach the chronological age for a given grade by September 1. Mental and social maturity will also be considered as factors for grade placement. All students will be required to take a test.

It is required that one parent/guardian attend the Open House in August to ensure a smooth start to the school year. We also require the parent(s) signature(s) stating that you have read the Parent/Student Handbook of Gainesville Potter's House Christian Academy and agree to follow the policies and procedures set forth by the Administration.

### **FINANCIAL POLICY**

Gainesville Potter's House Christian Academy is a Christian ministry to the home, helping parents fulfill their God-given responsibility to educate, instill values, and build character in their children. GPHCA endeavors to keep tuition rates as low as possible to make attendance affordable for every family that desires it. Because we do not receive assistance of any kind from governmental agencies other than SUFS/McKay scholarships, **it is required for all parents/students to commit to a full-year enrollment.** Also, it is imperative that we help raise additional funds with school projects and fundraisers. Each student/parent should do his best to support our school with its fundraising efforts.

Non-scholarship students will pay a registration fee, book fee, and monthly tuition. All registration fees must be paid at the time of enrollment. Book and tuition fees may be paid on a 10 or 12-month payment option. Current fee schedules are included in your enrollment packet.

10-month payment plan: August 1 through May 1

12-month payment plan: June 1 through May 1

If payments are not received by the 10<sup>th</sup> of the month, a late charge of \$15.00 will be assessed. If the 10<sup>th</sup> falls on a weekend, the following Monday will be the cut-off day for payment. **If an account is 30 days past due, the student will not be allowed to attend class until the balance is brought current.** All returned checks will be assessed a \$35.00 returned-check fee. Any family with two returned checks in a school year must pay all remaining payments with cash or money order.

### **Withdrawal Procedures:**

1. Parents must complete and sign a Withdrawal Form.
2. If a SUFS scholarship student withdraws prior to his/her commitment of a full school year enrollment, the parents will be responsible for 25% (\$1,825) of the original tuition plus the cost of the books (**\$400.00**). Unless there is a written agreement between Gainesville Potter's House Christian Academy and parents.
3. Gainesville Potter's House Christian Academy will provide the new school with documentation upon receiving "Request for Transcripts," providing all financial obligations have been fulfilled. Parents may not take original records off school property. They must be transferred via fax or U.S. Postal Service, per Florida law.

**If a child withdraws from Gainesville Potter's House Christian Academy, registration fees and the current month's tuition are non-refundable.** All book fees must be paid in full and any balances due paid before records will be released to another institution.

All field trips, hot lunches, class parties, pictures, or ceremonies may require additional fees to be sent in on a pre-pay basis. Information regarding these events will be sent home as they are scheduled.

If at any time you have a question or a concern regarding your account, please contact the school office.

**Handbook Revision Effective June 8th, 2024**

## Standards of Ethical Conduct

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
  - a. Shall make a reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
  - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
  - c. Shall not unreasonably deny a student access to diverse points of view.
  - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
  - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
  - f. Shall not intentionally violate or deny a student's legal rights.
  - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
  - h. Shall not exploit a relationship with a student for personal gain or advantage.
  - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:
  - a. Shall maintain honesty in all professional dealings.
  - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
  - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
  - d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
  - e. Shall not make malicious or intentionally false statements about a colleague.

**Training Requirement** All instructional personnel, educational support employees, and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

**Reporting Misconduct** All instructional personnel, educational support employees and school administrators have an obligation to report misconduct by instructional personnel, educational support employees, and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of



employees should be made to **Gainesville Potter's House Christian Academy Principal, Mrs.Coralis Moore**. Reports of misconduct committed by administrators should be made to **Mrs.Coralis Moore (Principal)**, and/or **Pastor Pedro Marrero (Head Pastor of Iglesia Casa del Alfarero)**.

Legally sufficient allegations of misconduct by Florida-certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affect the health, safety, or welfare of a student are posted on our Web site at [www.gainesvillephca.org](http://www.gainesvillephca.org) in our website menu under **Academics**.

**Reporting Child Abuse, Abandonment, or Neglect** All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800- 96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

**Signs of Physical Abuse** The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

**Signs of Sexual Abuse** The child may have torn, stained, or bloody underwear, trouble walking or sitting, pain or itching in the genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

**Signs of Neglect** The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

**Patterns of Abuse:** Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

**Liability Protections** Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)

**PARENTAL AGREEMENT AND ACKNOWLEDGMENT**

(Sign and return to the School office with registration paperwork, and registration fee **\$125**)

Date\_\_\_\_\_

I,\_\_\_\_\_

(Print Parent/Guardian's Full Name)

Have read and agree to the guidelines and principles set forth by this Parent/Student Handbook issued by Gainesville Potter's House Christian Academy.

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

Please list the first and last names of all of your children who are attending Gainesville Potter's House Christian Academy:

(Each student must sign next to his name, indicating willingness to follow all policies and procedures set forth in the Student Handbook.)

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