



2022/2023

Parent/Student Handbook

Guiding Shepherd Christian School

"Partners in Faith, Learning, and Wisdom"

Located at First United Methodist Church
220 South Main Street
New Carlisle, Ohio 45344
(937) 845-3292

State Nondiscriminatory Statement

The governing board of Guiding Shepherd Christian School has adopted the following racial nondiscriminatory policies: The school recruits and admits students of any race, color, gender or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate in the admission of its educational programs and athletic/ extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. The school will not discriminate on the basis of race, color, gender or ethnic origin in the hiring of its certified or non-certified personnel.

Federal Nondiscriminatory Statement

THE GUIDING SHEPHERD CHRISTIAN SCHOOL ADMITS STUDENTS OF ANY RACE, COLOR, AND 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, NATIONAL AND ETHNIC ORIGIN IN ADMINISTRATION OF ITS EDUCATIONAL POLICIES, ADMISSIONS POLICIES, SCHOLARSHIP AND LOAN PROGRAMS, AND ATHLETIC AND OTHER SCHOOL-ADMINISTERED PROGRAMS



OUR MISSION

Guiding Shepherd Christian School is committed to providing comprehensive education to children of all faiths and economic backgrounds, grades K-12. Students will be provided a Christian education with scripture as an integral part of daily learning and life skills. Through team teaching and multi-age classrooms, teachers will provide a quality education that meets all standards of the Ohio Department of Education.

PURPOSE

To provide an independent, state-chartered, non-denominational, private Christian school for children grades K-12. Parents will partner with Christian teachers, pastors, and administrators who love and care for children; who, under God's Spirit, teach and proclaim God's Word; who model and nurture the development of Christian faith and life; who help children grow and mature spiritually, mentally, physically, and socially.

PHILOSOPHY OF EDUCATION

Guiding Shepherd Christian School will provide a supportive learning environment to meet the developmental needs of the students. The Christ-centered school ministry will serve as a role model to motivate students to develop skills in leadership, citizenship, and life skills based on scripture. The staff will help children grow and mature spiritually, mentally, physically, and socially.

STUDENT ADMISSION

1. Admission of new students will be conducted as follows for K-12 grade levels:
2. Application forms must be completed, accompanied by registration fee, and returned to the school office.
3. A birth certificate, immunization records showing compliance with state laws, and if applicable, transcripts and records from previous school must be forwarded to Guiding Shepherd.
4. An official letter will be sent upon acceptance of a student to the school.
5. Students transferring from public or private school districts must complete a record request form.
6. A parent-teacher student orientation will be held prior to the first day of school.

STUDENT PLACEMENT

Students will be placed in their appropriate classes according to the following guidelines:

Kindergarten

A child must be 5 years old on or before September 30th.

A child must complete a pre-kindergarten screening, either through Guiding Shepherd or through their home school district. Screening results will be placed in the student's cumulative record.

Elementary

First Grade – a child must be at least 6 years of age on or before September 30th and have successfully completed kindergarten.

Second Grade and up – must have successfully completed the previous grade to which he/she was assigned.

A child transferring to Guiding Shepherd must present records from the previous school to show the last grade successfully completed in order to insure proper placement.

WITHDRAWAL

Arrangement for withdrawal needs to be made with the administrator. Parents must fill out an "Intent to Withdraw" form. Written permission must be given, and all school tuition and fees need to be up to date before Guiding Shepherd will transfer student records. Note: Students who have attended one day or more of any month will owe the full month's tuition. All other financial obligations must be paid in full before records can be released. Parents who have paid in advance of the month of withdrawal will receive the appropriate refund.

ENTRANCE AGE AND EARLY ENTRANCE TESTING

No child will be admitted to kindergarten in the fall unless he/she is five years of age by the 30th day of September of the year of admittance.

The exception to this policy will be the child who meets the standards of the early entrance testing through the local school district in which the child resides. The child must meet the necessary standards as determined by the educationally accepted standardized testing program for determining entrance.

The school district of residence will designate the necessary standards and testing program in will accept for the purpose of admitting a child to kindergarten who does not meet the age requirement. Guiding Shepherd will be in agreement with the school district's designated program but reserves the right to make the final decision on admitting the child.

Any Child who will be the proper age for entrance to kindergarten by the first day of January of the school year for which admission is requested shall be so tested upon the request of the parent, if said request is received before the scheduled early entrance testing by the local school district.

PARTICIPATION OF STUDENTS WITH DISABILITIES

Guiding Shepherd is a multi-age school with small class sized, team teaching, attention to individual learning needs and student development. Students identified with a disability are included in the daily classroom routine. A written IEP will be developed for students identified with a specific disability. An IEP will be written in accordance with procedures designated by local specialists assigned to the school (i.e. psychologist, counselor, speech therapist.)

In the event the staff or facility of the school is unable to accommodate for the best learning of a student with a specific disability, the parents will be advised. Administration, faculty, and Board of Directors may be present in the parent conference and decision-making process.

TUITION AND FEES

Tuition statements will be mailed the first of each month. Monthly tuition payments are due by the 15th of each month. **Guiding Shepherd is an independent, non-profit organization. In order to meet its financial obligations and ensure the best education for the students, it is important that tuition be paid on time.** The church supports the school with rooms and utilities; however, tuition is the only financial means of running all other school operations. If payment is not received by the 15th of the month, you will receive a "friendly reminder" call. Student accounts one month in arrears will be subject to review. After review, a 1.5% interest fee on the unpaid past due balance may be assessed each month until the past due balance is paid in full. Upon consultation with the financially responsible person, a student will be subject to temporary suspension from school until payment is received.

TUITION

Full Day Kindergarten and Grades 1-8

\$2900 per school year

Half Day Kindergarten

\$1450 per school year

High School Grades 9-12

\$3350 per school year

*Please contact the school treasurer to set up a payment plan.

FEES

Application Fee \$50.00/child or \$75/family to be paid at time of registration.

Activity Fee \$75.00 per student (subject to change), payable by the first week of school

**activity fee replaces—workbook fee, school supplies, field trip fees

The Governing Board of Guiding Shepherd Christian School ensures that the faculty and administration of the school adheres to the philosophy of the school and education that contains concepts to ensure a student focused environment. These concepts include:

- A) A learning environment that nurtures and supports educational goals.
- B) Attention to individual learning styles.

CURRICULUM

The school curriculum follows the Ohio Academic Content Standards. The school provides instruction through cooperative learning, a focus on individual learning needs, and multi-age experiences. The implementation of learning through these means of instruction encourages the development of the following academic areas: Reading/Language Arts, mathematics, science, social studies, health, physical education, and arts education including music and visual arts. One standardized test is given each year. Results of standardized tests are reviewed by the teacher to assist in providing an educational plan that best benefits the student's individual learning needs. Daily lessons are Biblically integrated bringing God's word into all aspects of learning. Students will have daily devotions and prayer directed by the teachers. Children's chapel will be once a week provided by pastors or different congregations from the area.

MULTI-AGE EXPERIENCE AND COOPERATIVE LEARNING

The multi-age concept promotes students with various ability levels to work cooperatively. The teacher provides an environment which is developmentally appropriate for each child's needs. This produces tremendous growth in academic achievement, social skills, and cooperative attitudes. Cooperative learning is an instructional strategy designed to foster higher achievement, increased retention, greater use of high-level reasoning, high self-esteem, improved social skills and more on task behavior.

COMMUNITY RESOURCES AND FIELD TRIPS

Students will have the opportunity to utilize community resources as an active part of their learning process. These resources may include New Carlisle Public Library, Smith Park, Dayton Art Museum, USAF Museum, and other various area museums. Each parent is required to sign a **Field Trip Permission Form** at the beginning of the school year. Parents will be notified prior to field trips but will only need to sign one permission form. Transportation for all off site activities will be provided by the teachers and parent volunteers.

PROGRESS REPORTS

The school year is divided into four (4) grading periods. Progress Reports are sent home quarterly. Interim reports are sent home about student progress mid quarter. Parent/Teacher conferences are held twice each year. Additional conferences may be requested by either the teacher or parent as needed if a concern arises regarding student progress or behavior. Grading periods, interim reports, and conference dates are published on the school calendar.

Progress and interim reports need to be signed by a parent and returned to the teacher the next school day after receiving the report.

GRADE SCALE

90 - 100	= A	S	= Satisfactory
80 - 89	= B	N	= Needs Improvement
70 - 79	= C	I	= Improving
60 - 69	= D	U	= Unsatisfactory
Below 60	= F		

Kindergarten (all year) and First Grade (first semester only) will use the S, N, I, U grading scale.

SPECIAL SERVICES

The Administration of Guiding Shepherd Christian School assists families to make contact with special services within the community as perceived necessary by the parent, school administration, and or teaching staff. Counseling, tutoring, and instructional materials are available at the school for parents and students as needed. Educational evaluation is also available as needed upon request by teachers or parents.

CUMULATIVE RECORDS

Pupil cumulative records shall be maintained and kept in the school office. Guiding Shepherd Christian School recognized each student's right to privacy. To this end, student records and information shall be maintained in a manner, which will protect this privacy. For the purpose of compliance with the Family Educational Rights and Privacy Act of 1974, educational records will be available and maintained according to this act. **Only authorized personnel may have access to student cumulative folders.** Authorized personnel include parents, administrator, teachers, and office personnel. Cumulative records will be forwarded to another school to which a student transfers upon receipt of written authorization of the parent. Guiding Shepherd Christian School requires that all tuition and fees be paid in full before records can be forwarded.

PROMOTION/RETENTION

The school provides an environment that provides students with adequate time and opportunities to acquire the knowledge and skills required to meet local course of study objectives. Students who demonstrate that they have successfully completed materials presented during the school year are developmentally and instructionally ready will be promoted to the next grade at the end of the school year. After consultation with teachers and parents, it is the administrator who makes the final decision as to the promotion of students.

Students requiring special programs and services must be evaluated by and meet the criteria of the home school district in order to receive those services.

COMMUNICATION

Communication is the key to success for Guiding Shepherd Christian School. The faculty and staff want to hear from you when you have a comment or concern. The school will communicate with parents and the community on a regular basis including monthly newsletters and an annual "state of the school" report.

EDUCATIONAL GOALS

- Provide a Christian education in each phase of the classroom schedule, thereby promoting growth in Christian living.
- Provide learning experiences which will: increase knowledge, improve skills, develop desirable habits and attitudes, and motivate children's desire to learn in all subject areas.
- Provide the child with problem solving skills and encourage the use of these problem-solving skills by creating an atmosphere of mutual understanding and cooperation based on Biblical values and principle.
- Provide individual guidance that will give each child a feeling of success, a feeling of readiness for new skills and knowledge, and positive attitude toward self and others in his/her daily life in school.
- Help the child to develop security and growing independence, self-expression, self control, awareness of self and social relationships, growth in freedom and responsibility.
- Help the child to create a social climate based on Biblical principles that will lead them to a love of God and their neighbor. Help the child to take an active role in their social climate conducive to an atmosphere of wholesome living where ideas flow freely, ideas are used for problem solving, and the teacher is a guide and source to further knowledge.
- Use community resources to enhance the curriculum and increase student awareness of the importance and value of the contributions and experiences of others.
- Parents will partner with Christian teachers and administrators to support and communicate the educational goals to the children.

HOW CHILDREN LEARN

- Children thrive on positive attention.
- Children need praise and encouragement as he/she tries to learn new skills.
- Children pass through different developmental stages, which influence learning.
- Children learn through different learning modalities.
- Children need the freedom to explore, discover, and experiment.
- Children have a growing need to become independent.
- Children learn through imitation, repetition, and trial and error. Adults in his/her life should serve as positive role models.
- Self-esteem is directly related to successful learning experiences. A child feels good about himself/herself when adults trust him/her to make choices within a prepared environment.

INSTRUCTIONAL GOALS

- Present a comprehensive instructional program that will develop and maintain the highest possible achievement in the core curriculum.
- Develop curriculum connections across the content areas that can enhance academic performance and achievement.
- Use multi-age cooperative learning with various ability levels to facilitate growth in academic achievement, social skills, and cooperative attitudes.
- Biblically integrate curriculum to model Christian faith and life to students for development of interpersonal skills, communication, and cooperative learning.
- Maintain comprehensive program for the utilization of existing and emerging technologies to support students in multidisciplinary tasks.
- Enhance academic performance of all students to develop higher level thinking skills.

SCHOOL HOURS OF OPERATION

Guiding Shepherd Christian School operates a school calendar that meets the standards of the Ohio Department of Education.

Kindergarten students are offered two kindergarten options. Kindergarten students may attend **full day** or **half day** Kindergarten. The **half day** Kindergarten program operates from 8:20 AM to 11:30 AM. Kindergarten students who choose the option to participate in the **full day** enrichment program will stay until the program ends at 3:00 PM.

Elementary and High School students in grades 1-12 have a school day that begins at 8:20 AM and ends at 3:00 PM.

ARRIVAL/DISMISSAL

Parents transporting their students to and from school may bring and pick up their child at the classroom door. **Students may not enter the building prior to 8:00** unless authorized by the school administration. Your child will only be dismissed to a parent or person authorized by the parent. A picture ID may be required if someone other than the parents picks up a child. The names of others authorized to pick up a child must be included on the student health information form.

Students arriving by bus will be met at the door by school personnel and taken to the bus by school personnel only.

SCHOOL DAYS CONTINGENCY PLAN

The state has adopted a new law regarding school calamity days. There are no calamity days. Schools are required to be in session for a designated number of hours per year. Time has been built into the school year to allow GSCS to meet the requirement and provide for any calamity days as necessary. In the event calamity days exceed the allotted time, the make up of hours will be determined by the school board. Parents will be notified of any make up days deemed necessary to meet the law.

ATTENDANCE

Regular attendance and punctuality are **VERY** important if a child is to succeed in school. Parents and/or guardians are required to see that their children attend school with punctuality and regularity. By law, the school year consists of pupil attendance hours, ½ Day Kindergarten 455 hours, Full Day Kindergarten- 6th grade 910 hours, and Grades 7-12 1001 hours per year to qualify for promotion at the close of the school year. **Students who exceed 20 days of absence in a school year may be subject to retention.**

HIGH SCHOOL PHYSICAL EDUCATION POLICY

Physical Education is a graduation requirement of the Ohio Department of Education. Hours of attendance and participation are a state requirement. Students of Guiding Shepherd High School will attend classes as determined by the physical education administrator (Sue Phillips). Students are allowed up to 2 days absence per semester (excused or unexcused) for a total of 4 absences per year. More than 4 absences in a school year will result in failure and repeating the course. If a student attends school and cannot participate in the day's physical activity due to medical reasons (written excuse needed), written work will be assigned in lieu of the days activity. If a student will not be able to participate for an extended period due to medical reasons, an alternate physical education plan will be developed by the physical education administrator. A written explanation of the need for an alternative plan must be signed by the attending physician and given to the administrator.

NOTIFYING THE SCHOOL OF A STUDENT'S ABSENCE

All parents/guardians must call the school to inform them that the student will be absent from school that day and the reason. Parents should call before 8:30. A written excuse, signed by the parent/guardian, should be brought to school on the day the student returns.

Excused absences include:

Personal illness: the principal may require a written statement from the physician if the absence is prolonged.

Medical and dental appointments: a written statement from a physician/ dentist should be obtained. It is suggested that appointments be arranged outside of school hours if at all possible.

Death in the family.

Quarantine – limited to the time as fixed by proper health officials.

Other legitimate reasons where the principal receives prior written notification and is approved.

Non-excused absences include:

Oversleeping

Car Trouble

Shopping

Suspension from class/school

Family Errands

Tardiness

Family trips not approved by the principal.

Other absences not listed as excused.

Students are expected to be in school and on time on a daily basis. In cases of excessive tardiness or absences, parents will be required to meet with the principal. Excessive absences and/or tardiness will be brought to the attendance of the parents with reminder letters about the legal guidelines. Excessive non-excused absences will be referred to the school's Board of Trustees and to the Truancy Office of the public school system in which the student resides.

Vacations

Scheduled school vacations are planned for Christmas, Easter and summer. Family vacations should be arranged for the times where school is not in session. Taking students out of school for family vacation is a disruption in the child's learning. If it can not be arranged during school breaks, approval must be requested from the principal.

MAKING UP MISSED ASSIGNMENTS

Missed schoolwork during an absence from school must be completed. Assignments should be obtained from the teacher upon the child's return or picked up from the teacher during an extended illness. Upon returning from the absence, the student has the number of days absent to make up the work. A student will be held responsible for schoolwork missed during all non-excused absences and any class time missed due to tardiness. The teacher, however, will not be responsible for providing the student with missed assignments or other written requirements other than major tests. Teachers are not required to prepare work in advance for students who will be absent due to family vacations. Upon return of the student, it is the student's responsibility to find out what work must be completed.

TARDINESS

In order to meet state requirements, learning activities will begin promptly at 8:20 a.m. Students who are tardy will be responsible for making up any work missed. Tardiness due to late bus arrival will be the only exception. School hours are 8:20 a.m. to 3 p.m. Those students arriving after 9:30 a.m. will be charged ½ day absence. Students arriving after 8:20 a.m. will be marked tardy. For every three days of tardiness, a student will be charged with one day of non-excused absence and will not be eligible for perfect attendance recognition.

LUNCHES

Do Not Send items that need to be heated. You may send only non-carbonated/Decaf drinks with your child.

DRESS CODE

Students are expected to be neat and clean in their dress. Style of dress should not be provocative or inappropriate to a Christian School setting, including words or designs. Halter tops, tops w/spaghetti straps or show midriff can not be worn. Styles of clothing, jewelry, or hair styles that could cause physical harm, be a health issues, or distract students are not permitted. It is up to the discretion of the staff as to whether a problem exists. Any concerns regarding dress will be handled on an individual basis. A conference will be held with the student, parent, and teacher to reach resolution of the concern. Shoes must be worn to school to meet fire codes. Due to the nature of our play area. No open toed shoes, sandals, or flip flops may be worn outside. An appropriate pair of shoes may be brought to school for recess. Caution must be used when going up and down stairs in open toed shoes, sandals, or flip flops. Students will be required to wear socks and sneakers for gym class.

CELL PHONE POLICY

Students may not use cell phones at school. Any calls that a student needs to make during the school day may be made in the school office with the permission of a teacher or other GSCS staff member. Students may not have cell phones in the classroom, in the bathroom, in the lunchroom, or during free time. We understand a parent's concern for their child's safety by letting them carry a cell phone for emergencies. Cell phones are to be kept in their book bag or purse and must be turned off during the school day.

ELECTRONIC DEVICES

Electronic devices, including handheld games, iPod, etc. are not to be brought to school. These items are not needed and should not be used during the school day. In addition, Guiding Shepherd Christian School is not responsible or liable for the safety or loss of these devices if brought to school.

Consequences for failure to comply with rules:

1st offense-verbal warning

2nd offense-phone will be confiscated, and parent will be notified.

CONDUCT AND DISCIPLINE

Parents partner with Christian administrators and staff members to model and maintain discipline at school and home. The school will discipline the child with love and firmness when needed. Open communication and prayer can gain mutual understanding of proper conduct and meaningful discipline.

Guiding Shepherd Christian School strives to provide a complete education to its students and the individual behavior of one child should not be such to hinder the progress of another. These problems with behavior will be discussed with the student and parents and a behavioral modification plan implemented. If behaviors that impedes the learning process of other children or puts others in danger continue, permission to attend the school may be withdrawn by the Board of Education or administrators.

All students should understand, assume personal responsibility, and follow the "Six School Commandments":

1. Respect God's creation, self, adults, and environment
2. Respect the rights of each other.
3. Uphold a quiet, safe, productive learning environment.
4. Use appropriate "Christian" language.
5. Use their minds and bodies in a positive "Christian" manner.
6. Be accountable and responsible for what they say and do.

Each teacher will inform the students of the classroom rules, which follow the above "commandments". These general rules will be posted in the individual classrooms. Student behavior should not be disruptive to the other students or to the teacher.

Restrictions: Students should not bring to school personal toys or other valuable items without prior approval from the teacher or principal. The school cannot be responsible for these items in the event they are lost or stolen.

STUDENT CODE OF CONDUCT

The procedural requirements of Amended House Bill 421 mandates that all Ohio schools develop student rules of conduct for which students may be removed, suspended, or expelled from school. These rules, when developed, must be made known to all students and their parents or guardians.

STUDENTS RIGHTS AND RESPONSIBILITIES

All students have rights as bestowed by Ohio Law, the Constitution of the United States, the School Board, and their parent/guardians. In the exercise of these rights students have basic responsibilities and every right has a corresponding degree of responsibility. A student may temporarily forfeit his/her right to educational opportunities when his/her conduct disrupts the educational process, deprives others of their basic right, or violates the school rules.

ADMINISTRATION OF CODE OF CONDUCT

The principal or designee shall administer the student rules of conduct and shall use his/her professional judgment in determining the most appropriate disciplinary action to be taken in each individual case.

Parent Notification of Improper Conduct and Disciplinary Action

Major infractions of our Code of Conduct will be dealt with by notifying the parents and working cooperatively with them to modify the behavior. Disciplinary action may include:

1. Student conference with teacher, principal, and/or parent.
2. Emergency Removal from the classroom or activity when the student presents a danger to other persons or property.
3. Suspension shall mean the removal of a student from the school premise and all related school activities for a period determined by type of infraction and school administration. **A student may not make up schoolwork for out of school suspensions.**
4. Expulsion shall mean the exclusion of a student from all school attendance and related activities. Continued disregard for school rules and acting in a way that would endanger others may result in expulsion (withdrawal from school).

Corporal Punishment will not be condoned or practiced by anyone associated with Guiding Shepherd Christian School.

Zero Tolerance Policy. Any child causing hurt/injury or harassment in any form, (physical, verbal or nonverbal) or continually is a disruption to class and impedes the education of others (after counseling to modify behavior), will result in the following action:

Immediate removal from the classroom/area

1st Offense: Office referral – consequences will depend on the severity of the offense

2nd Offense: Call to the parent – consequences will depend on the severity of the offense.

3rd Offense: Up to 3 days in-school suspension and parent/teacher/principal conference

4th Offense: Suspension and possible expulsion

Search and Seizure Policy: School authorities will retain the right to search student possessions brought into the school or on church property. Desks/furniture is under the ownership of the school and can be searched. If there is cause to believe that a student has a dangerous item, drugs, chemicals, alcohol, and tobacco products in violation of school policy, the child will be detained by the principal and reasonable effort will be made to contact the parent to come to school to conduct a search of the child. School authorities will expect cooperation of a student and parent/guardian in any search procedure; failure to reasonably cooperate will be considered a serious breach of discipline.

ADMINISTERING MEDICINES TO STUDENTS

Prior to the administration of a medication or food supplement, the Guiding Shepherd Christian School shall:

1. Secure the written instructions of a licensed physician as appropriate for the administration of any medication or food supplement.
2. Secure the written, signed, and dated instructions of the parent or guardian on the appropriate form provided by the school for the administration of medication or food supplements.
3. A written log will be kept each time medication is administered which will include dosage, date, and time. This record shall be kept on file for one year.

STUDENT COMMUNICABLE/INFECTIOUS DISEASES

In order to protect the health and safety of the students and school personnel, the school shall follow all State of Ohio statutes and Ohio Department of Health guidelines concerning communicable diseases.

“Contagious Disease” shall include, but not be limited to: bacterial meningitis, chicken pox, conjunctivitis, diphtheria, impetigo, infectious hepatitis A, measles, meningitis, mumps, pediculosis, ringworm, rubella, scabies, scarlet fever, strep infections, typhoid fever, whooping cough, and other diseases as designated by federal, state, and/or local health authorities.

The administrator may isolate or exclude from the school any student suspected of being contagious in accordance with this policy. Students must be released to the parent, guardian, or his/her designee.

A student excluded for reason of communicable disease will be readmitted by one or more of the following methods.

1. A certificate signed by the attending physician attesting to the student's recovery or that the student is no longer infectious.
2. A permit of re-admission issued by the county health authority.
3. The expiration of the time period of communicability as established by either the attending physician or the county health authority.

Children who have a fever or other symptoms of illness will be comfortably isolated and sent home. Children may not return to school until 24 hours after the temperature has returned to normal. Parents should keep children at home if symptoms of serious illness are present.

MANAGEMENT OF COMMUNICABLE DISEASES

1. Staff members are to be trained in the signs and symptoms of illness and in hand washing and disinfections procedure during their required in-service training on the management of communicable disease.
2. When classroom staff is ill, substitutes will be brought in to assume their responsibilities.
3. A person trained to recognize the common sign of communicable disease or other illness shall observe each child daily as he enters the classroom.
4. The following precautions shall be taken for children suspected of having a communicable disease.
 - a. The school will notify the parent or guardian of the child's condition when a child has been observed with signs of symptoms of illness. A child with any of the following signs or symptoms of illness will be immediately isolated and discharged to his parent or guardian:
 1. Diarrhea (more than one abnormally loose stool within a twenty-four-hour period)
 2. Difficult or rapid breathing
 3. Severe coughing
 4. Yellowish skin or eyes
 5. Conjunctivitis
 6. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness

7. Untreated infected skin patches
 8. Unusually dark urine and/or gray or white stool
 9. Stiff Neck
- b. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the principal and the parent or guardian. The child, while isolated at the school, shall be carefully watched for symptoms listed below.
1. Unusual spots or rashes
 2. Sore throat or difficulty in swallowing
 3. Elevated temperature
 4. Vomiting
 5. Evidence of lice, scabies, or other parasitic infestation
- c. A child who shows any signs of illness is brought to the office for second staff member's observation. The communicable disease chart, posted in the office can be referred to. The child is given a cot and a blanket and is requested to rest in a place isolated from other children, but near an adult. The parent will be contacted and requested to pick up their child as soon as possible. If unable to personally come, parents may specify another adult to pick up the child. The cot and blanket are sanitized before being used by another child.
- d. Children who have been sent home due to illness should not return to school until all communicable symptoms are gone. A child who has had a prolonged fever must wait to return to school until he/she has been free from fever for at least one day.
- e. The ODHS Communicable Disease Chart is to be posted in the Office.
- f. A mildly ill child (defined as a child who is experiencing minor common cold symptoms or who is not feeling well enough to participate in activities, but is not exhibiting any symptoms), may be cared for within the child's group. The child shall be observed carefully for signs and symptoms of worsening condition.
- g. Parents whose children have been exposed to a communicable disease shall be promptly notified.

SAFETY PROCEDURES

Fire Drills and Tornado Drills

Students and staff shall practice safety procedures on a regular basis. Students and staff will participate in fire drills on a regular basis as regulated by the Fire Department. Tornado Drill will be conducted in the fall and spring of each year. Immediate threat procedures will also be reviewed and conducted with students. All safety drills will be recorded and kept in the school office. Signs designating Fire Exits, Tornado Safe Spots, and other emergency procedures are posted in each classroom.

Lockdown and Modified Lockdown

From time to time, local law enforcement agencies alert the school to potential risks that require the school to implement a precautionary safety protocol known as a lockdown.

In a lockdown, exterior and interior doors, where children are present, are locked. Students are told to stay away from windows and keep low. Curtains or blinds are closed. Lights are off. Only quiet talking is allowed. Students who are outside at recess or in a PE class come back into the building. Signs are posted on doors instructing anyone who tries to get inside the building to leave the school premises immediately. The staff has been trained to take the situation very seriously, with an assumption that an intruder could be in the building.

Inclement Weather Procedure

The decision to close school based on inclement weather will be made by the Superintendent/Principal. Guiding Shepherd Christian School will usually follow the lead of Tecumseh Local School when it comes to closing due to inclement weather. However, check for information because our decision may be different than Tecumseh.

School closings will be listed on local TV channels, Channel 7 (WHIO), Channel 2 (WDTN) and Channel 22 (WKEF).

Guiding Shepherd Christian School EXCESS CALAMITY DAY PROVISION

Under provision of Ohio Revised Code Sec. 3313.88, implementation of this calamity day plan shall provide for making up any number of days more than the number of days permitted under sections 3313.48, 3313.481, and 3317.01 of the Revised Code, up to a maximum of three days. The proposed plan to the Guiding Shepherd Christian School Board shall be for make up days in that school year on which is necessary to close the school for any of the reasons specified in division (L)(4) of section 3314.08 of the Revised Code so that the school is in compliance with the minimum number of hours required under Chapter 3314 of the Revised Code.

This plan will be put into implementation after the use of all available excess hours has been used. Students may access a web portal through the school web site guidingshepherd.org to access lessons for a maximum of up to three (3) days or 18 hours.

As soon as practicable after a school closure, a designated Guiding Shepherd Christian School employee who is responsible for the web site shall make the designated lessons available to students on the school's web site. A lesson shall be posted for each course that was scheduled to meet on the day or hours of the school closure.

In addition to posting classroom lessons online, Guiding Shepherd Christian School will include in its plan "blizzard bags," paper copies of all lessons posted online.

As soon as practicable after school closure, a designated school employee will distribute the "blizzard bags" to all students. Distribution of the "blizzard bags" shall occur within two (2) days after the reopening of school. If a closure is anticipated, "blizzard bags" may be distributed prior to students' dismissal from school. Any student not in attendance on the day bags are distributed will receive their bag upon the reopening of school. If any student is absent upon the reopening of school for more than the designated two (2) distribution days, it is the parent's responsibility to make arrangements with the school to pick up the "blizzard bag" for their student.

Students will have a two-week period from the date of posting or from the date of reopening of school and receipt of a blizzard bag to complete and turn in assignments. Any student who fails to complete the lessons within the specified time will be counted as absent for that calamity day and receive an incomplete for that lesson. If the student later completes the lesson(s), the student will be counted as present. The student will receive a failing grade for incomplete work.

Guiding Shepherd Christian School

Parent/Student Handbook
2022-2023

Statement of Understanding and Compliance

Please sign and return this statement to the school office upon your completion of reading this handbook with your family.

We have read the Guiding Shepherd Christian School parent/student handbook and discussed it with our family. We understand and agree to comply with all of the policies of the school stated in the handbook.

Parent Signature

Date

Student Signature

Date

Student Signature (2nd child)

Date