

**GREAT PLAINS CHRISTIAN SCHOOL**

Accreditation Report

Submitted August 2024

Submitted to:  
Accreditation Division Oklahoma Department of Education

## **Mission Statement**

### **Mission Statement**

Great Plains Christian School will use the platform of education to train up disciples in the truth of God's word, equipping them to fulfill their unique purpose through a relationship with Jesus.

### **Statement of Purpose**

Great Plains Christian School is an evangelistic and discipleship ministry, called by God to share the gospel message of Christ, and therefore treated as any other ministry. The Founder and its' respective Board members are under the authority of this God ordained call.

### **Vision Statement**

Great Plains Christian School is dedicated to a continuing tradition of excellence in an ever-changing world. We provide a relevant, high-quality, Christian education within a safe and supportive environment. We prepare our diverse student body for future endeavors. We honor achievement and encourage love of God and others."

"Whatever you do, work at it with all your heart, as working for the Lord, not for men."  
Colossians 3:23

### **Philosophy of Education**

Great Plains Christian School's (GPCS) philosophy of education is that all children are unique and must have a stimulating educational environment where they can grow physically, mentally, emotionally, and socially. It is our desire to create this type of atmosphere where students can reach their full potential.

### **Philosophy of Christian Education**

A quality education is Bible-based, Christ-centered and one that challenges students to reach their full potential and develop Godly wisdom to use their God-given abilities to impact their homes, churches and communities for Christ.

- GPCS will develop an entire educational program that is based on the truths of God's Word and the pre-eminence of Jesus Christ.
- GPCS will use curriculum and methods in the classroom that reflect God's truth and prepare students for a life of service for Christ.
- GPCS will employ and develop teachers who model God's wisdom and Christian character in their lives and cultivate and nurture this in the lives of their students.

- GPCS will challenge students to develop a Biblical worldview so that they will be able to intellectually challenge cultural thought process for Christ.
- GPCS will provide a curriculum that is defined by clear goals and high expectations so that students can achieve success that is both measurable and clearly articulated.
- GPCS will provide a safe learning conducive environment where students are actively engaged and challenged in their learning.

### **Christlikeness**

- GPCS will employ and/or appoint, develop, and retain board members, administrative staff, and faculty whose actions and attitudes model Christ.
- GPCS will equip students to share their faith with others.
- GPCS will train and encourage students to apply the attributes of Christ in their own lives.
- GPCS will develop discipline and behavioral standards on Biblical principles that lead to Christlikeness in student's lives.

### **Service**

- GPCS will encourage students to follow Christ's example of leadership through discipleship service.
- GPCS will train students how to identify their spiritual gifts and use them to glorify God through service in their community.
- GPCS will involve students in activities which teach the value of service before self and the joy of service of discipleship.

### **Statement of Faith**

We believe and teach that the Bible, both the Old and New Testaments, is the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1: 21).

We believe and teach that there is one God, eternally existent in three persons--Father, Son, and Holy Spirit--who created man by a direct immediate act (Genesis 1:1, 26-27; Matthew 28:19; John 10:30).

We believe and teach the deity of the Lord Jesus Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His

vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His bodily resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).

We believe and teach the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace through faith alone we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2: 8-10; Titus 3:5).

We believe and teach the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).

We believe and teach the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).

We believe and teach the present ministry of the Holy Spirit by whose indwelling and infilling the Christian is enabled to live a godly life and witness to the saving grace of Christ (Acts 1:8; Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18; Titus 2:11-14).

### **Use of Statement of Faith**

The Statement of Faith shall be given to every person prior to his/her being offered employment or prior to enrollment in GPCS.

Individuals shall only be employed/enrolled at GPCS if they are in complete agreement with the Statement of Faith. If a person changes his/her beliefs with respect to the Statement of Faith following employment/enrollment, he/she may be asked to leave the employment/be removed of/from GPCS.

### **Statement of Nondiscrimination**

GPCS admits students of any race, color, and national or ethnic origin. In addition, GPCS does not discriminate on the basis of race, color and national or ethnic origin in administration of its educational policies, sponsorships/fees/waivers/educational programs and athletic/extra-curricular activities. GPCS does reserve the right to not admit students that we feel we are unable to meet their special educational needs.

This nondiscriminatory Policy of GPCS also includes the hiring of faculty or administrative staff.

### **Community Support**

Great Plains Christian School believes that connecting with the community is what will make the school successful. One way to connect the community to our school is to get community

volunteers to work one on one with the students, speak at weekly chapels, and give presentations on important topics. We have formed partnerships with a couple of local Native American tribes to teach about culture and offer learning resources for our students. We are also developing partnerships with local churches to assist our students and school. The yearly Christmas parade in Chickasha has always been a great opportunity to promote our school. Our students will also participate in a yearly service project to help our local community. Community leaders will be invited to school events and fundraisers as well. GPCS also attends networking meetings through the Chickasha Chamber of Commerce.

## **Partnership**

Great Plains Christian School has a partnership with Tracy and Keith Caraway to use the facility. A Building/Facility use Agreement is in place and will be visited on a yearly basis as enrollment increases.

## **Finance**

### **3 Year Financial Plan**

1st Year, Fall of 2024-Spring of 2025

Great Plains Christian School will receive monies for services rendered through payments for tuition, from donations and from the Oklahoma Parental Choice Tax Program. Tuition is currently set @ \$400.00 per month or \$5,000.00 per year, per child. Enrollment for the opening of the first school year is estimated at 10 students. The projected income will meet the current payroll for one administrator/teacher and the operational cost. GPCS currently has \$7,900.00 in our operational account at Liberty National Bank of Chickasha and \$10,000.00 in reserve at Arvest Bank of Chickasha. As more students enroll, more teachers and staff will be added at a rate of 10 students to 1 teacher. Marketing and branding the school will be key in this season. A fundraising event will be held in September to raise awareness and monies for the fall semester. The goal for this fundraiser is \$20,000.00. The administrator and volunteers will continue to visit churches and reach out into Chickasha and surrounding area to raise funds and recruit volunteers.

2nd Year, Fall of 2025-Spring of 2026

Great Plains Christian School will increase its financial security through increase student enrollment and retention. Previous marketing and fundraising events will continue. Maintaining an excellent name for quality academic education while instilling Christian values will ensure good word of mouth exposure and growth of the school. At this time, because most of our families should be able to access the tax credit benefits, the tuition will be increased to \$500.00 per month or \$6,000.00 per year, per child. We expect to have 30 students by the opening of school in the fall of 2025. We plan to have 3 full-time teachers and 1 administrator on the payroll at this time. We will add more extracurricular activities at this time as well.

3rd Year, Fall of 2026-Spring of 2027

We expect the third year to be a year of greater growth and financial stability. We expect our student population to be 50-60 students currently. We will expand to include high school students in the third year. The tuition will be set at \$600.00 per month or \$7,200.00 per year, per student at this time. This increase will allow GPCS to hire and retain more experienced and higher credentialed teachers as well as adding even more extracurricular activities that will broaden student's education.

### **Budget/Expenses**

GPCS's overall financial program for each school year is developed and implemented through the budgetary process. The Administrator presents the Executive Committee with a proposed annual school budget and then it is presented to the board for approval. The Administrator is responsible for its implementation and administration through suitable control of purchasing, agreements, for contracts and related instruments of financial allocations, and authorizations for payments.

#### **Current Assets**

Cash in Liberty National Bank	\$7,900.00
Cash in Arvest Bank	\$10,000.00
 Total Current Assets	 \$17, 900.00

Property and equipment in owned by Keith and Tracy Caraway and is currently provided at zero cost to the school. A written agreement for the arrangement is provided under the facility section of this document.

#### **Monthly expenses**

Building	\$0
Liability Insurance	\$ 79.63
Utilities	\$550.00
Payroll	\$2100.00
Office Supplies	\$ 50.00
Curriculum	\$1000.00

Bank Charges	\$25.00
Maintenance/Repairs	\$125.00
Payroll taxes	\$200.00
Marketing	\$100.00
Events	\$100.00
Lawn/Ground Maintenance	\$0
 Total Expenses	 \$4329.00

#### Monthly Income

Tuition/Enrollment Fees	\$5,000.00
Donations	\$900.00
Total Income	\$5,900.00

Based on 10 students

#### **Fiduciary Responsibilities**

Great Plains Christian School will handle the finances in a responsible and honest manner. Our fiduciary duties include duty of care, obedience, and loyalty. Board members must understand and embrace these responsibilities so they can fulfill these duties and hold their fellow board members accountable.

#### **Financial Firm/Treasurer**

GPCS uses Aplos to manage finances. Aplos is a privately held company that specializes in software as a service for nonprofit organizations. We can easily track funds, manage fundraising, and do invoicing. Aplos also has form 990 reports and an ACH file export. We have payroll integration with Gusto. The treasurer and advisory board will provide oversight into finances. The administrator will be responsible for paying all the bills for the school.

#### **Accounting Practices**

Budgeting is one of the most important tools for our school's success. Planning and monitoring our budget help us identify expenditures and adapt to financial changes. Financial statements will

be produced monthly and shared at board meetings. GPCS will also keep a monthly file with records of checks issued and deposited. Aplos will also track all accounting practices. Monthly reports will be printed and filed. The board will oversee audits, review monthly bank reconcilements, review financial statements, and signing off on completed IRS forms. McCurtain and Associates in Oklahoma City has a CPA that does the school's taxes annually and gives financial assistance.

### **Audit Requirements**

GPCS will use our CPA at McCurtain and Associates to fulfill the audit requirements. OSDE will advise how often the audit will be done.

### **Insurance**

Great Plains Christian School has commercial insurance through Scottsdale Insurance Company.

General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Per Occurrence	\$1,000,000
Damage to Premise Rented to You	\$100,000
Medical Payments	\$5,000.00
Deductible	\$0
Additional Coverages	
Assault and/or Battery	\$100,000
Sexually Abusive Acts	\$100,000

### **Fundraising**

GPCS recognizes the need to maintain an ongoing, effective fundraising program. To address specific needs within the school, GPCS sponsors various fundraising events, seeks gifts, donations, and other private and community contributions.

All fundraising projects are subject to approval by the Administrator. The purpose and type should conform to the school's mission. Each project will specify how the money is to be spent and should not detract from the academic time or energy of the school. The Administrator should perpetually seek to improve the quality and methods of all fundraising projects. Fundraising projects exclusively sponsored by the school are not to be designated to support necessary activities on a continuing basis. Organizations within the school may conduct fundraising projects in adherence to the stated policies and guidelines.



## Guidelines

Promotion of fundraising projects should be such that it does not interfere with regular giving to the school. Each fundraising project must be coordinated by the Administrator and approved based upon the following criteria:

- That it does not interfere with the regular giving to the school for current operating funds or capital funds.
- That the project has a particular purpose that will be of benefit to the programs of the school.
- That the funds will be used for areas not covered by the operating fund.
- That the project will be of benefit to and assist in the unity and cohesiveness of the School, community, and student body.

Fundraising projects, such as shirt sales and dinners, should be raising funds for specific needs. Fundraising projects must be spaced on the calendar such that organizations are not in competition with each other or in conflict with GPCS school-wide projects. Tax donation letters will be sent out quarterly and after fundraisers.

## Donations and Gifts

Regardless of the source of a gift, no conditions may be attached by the donor, or assurances given by the recipient without the prior approval of the Administrator. Any conditional gift must be approved by the Administrator before it may be accepted on behalf of GPCS.

## Obtain a tax ID #

We have a non-profit 501 (c)(3). Our federal EIN # is 20-5465293

## Facilities

### Leasing/Owning

Great Plains Christian School will be responsible to pay for all the utilities and liability insurance for the 2024-2025 school year. The Property Owner/Landlord shall allow the User access and the use of the facility as conditioned a described in the Building/Facility Use Agreement. Please see the attached contract for more details about the agreement.

### Location/Address

Great Plains Christian School

730 County Road 1330

Chickasha, OK 73018

### **Building Description**

James Caraway Christian Academy was built in 2007 by Tracy and Keith Caraway. The Caraways always knew it would be a Christian school. It is approximately 5,000 square foot two story metal building that sits on a little more than three acres. It has 2x6 wall construction on a slab foundation. It has a metal roof and an onsite underground storm shelter. It is not connected to any other structures. The building also has a designated lunchroom, gym, playground, and chapel. It has four restrooms. James Caraway did a DBA (see attachment) and changed its name to Great Plains Christian School in July of 2024.

### **Number of Classrooms**

There are five spacious classrooms in the building. The upstairs classroom could easily be converted into two classrooms by partitioning it off.

### **Library, Computer Lab**

Each classroom has a library for students to use during the school day. Students will be expected to read several nights a week and get reading logs signed by their parents. Each student will also have an online Epic Books account so that they can read online and take quizzes on their books.

Great Plains Christian School currently has a mobile computer lab containing ten Chromebooks. Teachers are authorized to check out the computers for student use. Teachers will discuss the Chromebook policy with students at the beginning of the year. Students must sign the Chromebook agreement before using the Chromebooks. All Chromebooks must be returned to the charging station after students have finished using them.

### **Technology Code of Ethics**

All users of GPCS's technological resources will adhere to the following code of ethics: I will strive to act in all situations with honesty, integrity, and respect for the rights and property of others and to help others behave in a similar fashion. I will make a conscious effort to be a good witness to my fellow students, faculty members, and others as I use the school's equipment and communicate my ideas to others. I will strive to apply Philippians 4:8 to all my academic work and electronic communication:

"Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable-if anything is excellent or praiseworthy-think about such things."-Philippians 4:8

### **General Statements**

The GPCS network and computer equipment is available for students, faculty, and staff to use for research, study, and other educational purposes. The goal in providing access to these

technological resources is to promote educational excellence and innovation, and to facilitate communication and creativity in the expression of ideas and information. Students will be allowed to use computers for educational purposes only.

Users will not make deliberate attempts to disrupt the operation of the GPCS network, other networks or vandalize any of the technology equipment. Vandalism is defined as any malicious attempt to harm or destroy hardware or software, another person's data files, or any other networks connected to the GPCS network. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in the cancellation of technology privileges and disciplinary action. Students should use the computer in designated locations. Remember to save your work frequently, especially before exiting and logging off. Students are not permitted to install software, download program files or zipped files from the internet, or add files to any computer unless:

expressly authorized to do so by the technology service provider. Students are encouraged to save all files to a flash drive as much as possible so that they can access those files at home or any other location with an internet location. Remember, if you save it in a shared folder, it will be accessible to others that use that location. Printing on paper is no longer a recommended practice, but when necessary, each student will be given access to print at the nearest printer. Printers should only be used for GPCS school purposes.

When leaving for the day, all students are required to log off their system. Frequently the Technology service provider conducts routine maintenance and needs to reboot the computers after conducting such tasks.

### **Utilities**

GPCS is serviced by AEP-PSO for all electrical power and Grady County Rural Water 6 for its water source. GPCS is a total electric facility. Waste Management of Oklahoma provides monthly trash pick-up. The school has its own septic system.

### **Optional Facility Plans**

Facility blueprints are not available.

## **Governance**

### **Model of Governance**

Great Plains Christian School has an advisory board of directors that will assist the school in achieving its goals and directives. The board of directors will help ensure that the school meets standards that are set forth by the State Department of Education.

### **Organizational Chart**

An organizational chart has been developed showing the previous school, new school name. The hierarchy established will change as the new school acquires the non-profit status of the previous administration. The organizational chart is attached.

### **Governing Board**

In accordance with its set of bylaws, which are reviewed periodically, the school will maintain the recommended governing procedures.

### **Board Powers & Duties**

The board shall be an advisory board that leads guides and directs. The board will have signed documentation concerning any business activity that may need to be addressed. These documents must be signed by a quorum of members set forth by the bylaws established in the corporate documents.

### **Board Roles & Responsibilities**

The board members shall meet according to the stated corporate bylaws which were set forth in their documentation. There will be members as president, vice president, secretary, treasurer.

The board will build school leadership by approving the strategic plan, determining impact of student achievement, and monitoring the school for accountability.

They will provide fiscal oversight by adopting an annual budget, allocating resources to meet student's needs, approving facility plans and reviewing expenditures. Board members will also review and revise policies, set a school year calendar, set salary schedules, and make appropriate rules, regulations, and bylaws.

Board members will participate in community-wide school events and cultivate partnerships in the community. They come prepared for board meetings and support board policies.

### **Decision Making Process**

The board will advise and vote concerning issues that will be brought before the directors in accordance with meeting procedures.

### **Conflict of Interest Statement**

The conduct of all employees and their relations and transactions with individuals outside the school and with other people is a matter of vital importance. In every case, an employee is expected to act legally and Biblically in the best interest of the school. (Employee Policy and Procedure Manual pg. 4)

### **Board Qualifications/Size/Terms**

Governing board appointments and replacement shall be spiritual leaders. Current and possible new board members must be able to demonstrate and express an authentic relationship with Jesus

Christ. The board of directors prayerfully seeks to honor God in establishment of school policies and procedures. The board will advise the school administrator in decisions that influence the stability of the school in both academic and spiritual matters. The board shall govern the school in accordance with the stated philosophy of the objective that are set forth. The board shall be responsible for the formulation of a policy manual which must include nondiscriminatory policy and practices in admissions, employment, and all other aspects of school operation. A complete and current record of all governing body minutes will be maintained. The current operational manuals contain all the necessary school governing practices. The governing board shall be devoted to the continuance of the school's ministry pursuits.

The corporation shall have a number of directors as specified in the Corporations Bylaws; provided however, that the Corporation shall have no fewer than three directors. The number of directors to be elected at the initial meeting is three or such larger number may be determined at the meeting. One-third of the directors shall constitute a quorum unless the Bylaws require a greater number. All corporate powers of the foundation shall be exercised by or under the authority of the Board of Directors. Each director shall be elected for a term of three years or until a successor is elected by a majority vote of the members of the Corporation. The officers of the foundation shall consist of a President, Vice President, and a Secretary-Treasurer and such other officers as the Board of Directors may from time to time appoint.

### **Appointments and Replacements**

Governing board appointments and replacement shall be spiritual leaders. Current and possible new board members must be able to demonstrate and express an authentic relationship with Jesus Christ. The board of directors prayerfully seeks to honor God in establishment of school policies and procedures. The board will advise the school administrator in decisions that influence the stability of the school in both academic and spiritual matters. The board shall govern the school in accordance with the stated philosophy of the objective that are set forth. The board shall be responsible for the formulation of a policy manual which must include nondiscriminatory policy and practices in admissions, employment, and all other aspects of school operation. A complete and current record of all governing body minutes will be maintained. The current operational manuals contain all the necessary school governing practices. The governing board shall be devoted to the continuance of the school's ministry pursuits.

### **External Organizations**

There are several external organizations that play a role in the oversight of our school. The Oklahoma State Department of Education is our accrediting agency that we work closely with to meet our educational standards. GPCS also coordinates with Office of Non-Public Education, which acts as a liaison between private schools and the U.S. Department of Education. The office provides information about laws, publications, and statistics. Finally, GPCS follows the OSHA (Occupational Safety and Health Administration) regulations to assure safe and healthy conditions for workers.

### **Advisory Board/Partnerships**

Great Plains Christian School will recruit and maintain an advisory board of the same standard as the governing board. Advisory board members will be sought on their willingness and ability to serve as appropriate advisors from a diverse range of fields and Christian denominations. We will also seek to form partnerships with other faith-based community groups and ministries.

### **Foundational Commitments**

Great Plains Christian School's governing board is committed to provide Christlike leadership and example for the administration, faculty, students, and families connected with the school.

The governing board shall hold itself to the standard of truth given in God's word, the Bible and apply that truth to all aspects of governance of the school.

### **Bylaws and Articles of Incorporation**

On August 15<sup>th</sup>, 2006, James Caraway Christian Academy, doing business as, Great Plains Christian School, received their certificate of incorporation. Federal tax ID# 2054565293, Non-profit 501(c)3. (See attached).

## **Operations**

### **3-year Start-up Plan**

The board will develop a 3-year business plan to help raise funding, plan out growth for our school, and improve our chances of success. This plan will be a living document that will be updated annually. It is imperative that we plan and are always looking for ways to improve our school from year to year.

### **Sources of Funding**

Our main sources of funding right now are donations and tuition. We are planning a big fundraiser dinner to help raise funds for scholarship students. Our scholarships will be based on AGI family income. We already have \$900 a month coming in from donations for scholarships. Our provisional accreditation would allow our families to be able to apply for the Parental Choice tax credits in December of this year and allow our students to receive the Lindsey Nicole Henry Scholarship for tuition and tutoring. Nearby public districts have shared Title 1 funding with our school in the past. In year two and three our goal is to apply for the Parental Choice tax credits to cover tuition, have more fundraisers, and apply for the Lindsey Nicole Henry Scholarships. We also want to work with the Oklahoma Arts Council to get grants for art, music, and drama classes. We are even working with the local tribes to get grants that way. We are conducting surveys this fall for the Funds for Learning Program to get a grant for our internet services. We will be able to apply for this grant in January of 2025.

Type of School: K-8<sup>th</sup> private, Christian

Type of Business: non-profit corporation

Direct competitors: public schools, home schools, virtual schools

Marketing Strategy: GPCS will market the school through visiting local churches, attending community events and meetings, advertising on social media platforms, distributing flyers, and advertising in local papers, radio stations and/or magazines. This school year we will update our website to include our new name and logo. We will make it more user-friendly and add information. Over the next three years we will increase our marketing to nearby communities in Verden, Blanchard, Amber, and Anadarko. We will use the four Ps in our marketing plan: Product, Price, Place, and Promotion.

Customer Analysis: Our customers are families with elementary-aged children.

### Operation Plan

Our operation plan consists of everyday short-term processes and long-term goals. Our short-term processes are all the tasks involved in running the school, answering calls, planning and delivering instruction, applying for grants, fundraising, performing administrative tasks, overseeing instructors, handling discipline, and scheduling extracurricular activities. Over the next three years we plan to increase our staff and the number of extracurricular activities we offer. We will also use our test scores to improve instruction. We plan to increase attendance as well by offering more hands-on learning opportunities. We have some long-term goals we would like to achieve as well. One long-term goal is to increase student enrollment to 50 students. We will also increase our budget as we increase enrollment. We will improve our board by recruiting professional members of the community. We plan to implement these long-term plans in the next three years.

1. Improvement in curriculum
2. Improving the quality of instruction
3. Improve facility.
4. Improve team coordination.
5. Improve students' activities.
6. Improve data review and testing.
7. Improve adhering to recommendations.
8. Improve self-evaluation for future needs.

## Management Team

Ms. Miller and Tracy Caraway will work closely together to transfer management responsibilities. We have assembled a small advisory board that consists of an account and a pastor to act as mentors for our school. They will help answer questions and provide strategic guidance. Tracy Caraway will be on the advisory board since she ran the school since 2007 and has served on the board as well.

## Timelines and Tasks

### Summer 2024

We have been working very hard this summer to get everything completed for school to start. The main things we are doing are marketing the school, redoing the playground, conducting family interview, tours, and enrolment, updating all of our forms and handbooks with our new name, building inspections, ordering books and supplies, setting up accounts, planning the fundraiser, submitting everything for accreditation, interviewing teachers and volunteers, background checks, CPR training, setting up classrooms, and submitting everything for the accreditation.

### Fall 2024

We will start school this fall. The focus is teaching the students. We will also focus on enrolling more students, family interviews, fundraisers, and getting all student and employee files set up in the office and on Think wave. We will have a back-to-school informational night for parents and set all the parents up on the Remind app. We will have a fall board meeting and work on our business plan and fundraiser. We will also have our Parent-Teacher conferences.

### Winter 2024

During the winter months we will continue to market the school, have a Veterans program, invite different visitors to speak at our weekly chapels, and send our surveys for the technology grant. We will have a winter board meeting as well.

### Spring 2024

In the spring we will prepare our students for testing. We will also have a field trip. During our spring board meeting we will discuss strategies to manage growth. We also will look for ways to capture the support of the community.

## Start-up Roles and Responsibilities

Administrator- The administrator's roles and responsibilities will be to market the school, family interviews and tours, teacher recruitment and interviews, plan professional development, paperwork, manage budget, counsel students, daily school activities, manage staff and volunteers, teach lessons, and provide a productive and safe learning environment for students.



Teacher- create lesson plans, teach lessons, observe students to evaluate their abilities and strengths, grade assignments, complete professional development, monitor students.

Volunteer-make copies, assist students with independent work, answer questions, clean, teach bible lessons, teach chapel lessons, monitor students at lunch and recess.

### **Operating Agreement**

We have a Building Facility Use Agreement with the owners to use the building. Great Plains Chrisitan School will pay for all the utilities, supplies, and liability insurance. Right now, there is no charge to use the building from Tracy and Keith Caraway. After enrollment increases we will revisit the agreement and discuss the fee to use the building.

### **School Effectiveness Indicators**

We will use the Oklahoma Nine Essential Elements Performance Indictors to determine our school effectiveness.

1. Curriculum
2. Classroom Evaluation and Assessment
3. Instruction
4. School Culture
5. Student, Family and Community Support
6. Professional Growth and Development, Evaluation
7. Effective Leaders
8. Organizational Structure and Resources
9. Comprehensive and Effective Planning

### **Student Information System**

GPCS uses ThinkWave for our student information system. ThinkWave is a cloud-based school management software. It is very user friendly, and it has training videos new staff members can watch to learn how to use the system. It has a built-in gradebook for teachers and our attendance will all be on ThinkWave. It even has a way to deliver distance learning through the system. Data is securely stored in encrypted form in multiple, geographically distributed data centers. The cost of subscribing to ThinkWave is much less than maintaining a high-availability system in-house.

### **Min/Max Enrollment**

Minimum Enrollment: 3 students

Maximum Enrollment: 146 students

## **School Calendar**

Our 2024-2025 calendar has 167 days and 1082 hours. School is Monday-Friday from 8:00 a.m. to 3:00 p.m. Please see the attached school calendar.

## **Class Schedule**

8:00-8:20 a.m. Students will meet in the gym and sit with their classes. We will all participate in Rise and Shine. Students will recite pledges, word of the week, scripture, songs, and we will pray for our day.

8:20-9:50 ELA block (Reading, Language Arts, Spelling)

9:50-10:20 Writing

10:20-11:30 Math (Calendar, Math Facts Practice, Math Lesson, Independent Practice)

11:30-12:00 Lunch

12:00-12:30 Recess

12:30-1:00 Bible

1:00-1:45 Social Studies/Science

1:45-2:45 Specials (PE, Music, Art)

2:45-3:00 Clean-up, pack-up, explain homework, read to class

## **Learning Environment**

GPCS understands the importance of maintaining facilities conducive to the learning process. Facilities, playgrounds, classrooms, restrooms, hallways, lockers, and athletic fields are to be kept free from hazard, clean, safe, and consistent with the Philosophy and Objectives of GPCS. State, fire, health department, and zoning ordinances are to be diligently always followed. Classrooms will be well lit, at a comfortable temperature, and provide visual and auditory stimulation to facilitate the learning process.

All the facilities of GPCS are wholly owned by Keith and Tracy Caraway. The Administrator will provide funding to make improvements deemed necessary to accommodate a safe and effective environment. This includes an ongoing repair and maintenance program for existing facilities and physical additions as growth merits.

## **Emergency Safety Plans**

Fire Procedures

There will be regularly scheduled fire drills so teachers and students will know the procedures. Teachers will keep an exit plan in their classrooms and will be trained on the drill procedures before school starts.

- A. Once an alarm sounds, quickly line the students up and do a preliminary sweep of the room to make sure all students are in line.
- B. Exit the building using the predetermined exit route or alternate route if danger exists on the primary route.
- C. Once at your designated gathering areas, count students again and take a verbal roll call to ensure all students are accounted for.
- D. Report to the Administrator all students are accounted for.
- E. Make sure you take your fire log, classroom keys, and cell phone.
- F. Have students stand quietly and wait for further instructions from the Administration.
- G. Students and faculty/staff are not to re-enter the building until all clear has been given by Administration.
- H. NOTE: If your class is not with you (i.e., Specials, gym, etc.), go to your class and take them to the designated area.

#### Serious Weather Conditions

School may be dismissed in case of a serious weather warning. School closing because of severe weather will be announced over local radio and television stations with their cooperation.

#### Tornado Disaster Drill

Each teacher should discuss with his/her class the appropriate procedures for such a drill, which is indicated by a horn.

- 1. Students should:
  - a. Exit the room in a single file line quickly and quietly.
  - b. When in the assigned area, kneel against the wall with their head down.
  - c. Listen for any teacher instruction.
- 2. Faculty should:
  - a. Instruct students as to the purpose and importance of tornado drills.
  - b. Work out a system of leaving the room and making sure students know how to follow it.

- c. Insist students are orderly and silent.
- d. Do not return to the classroom until the Administration has instructed you to do so.

### Lockdown Drill

Lockdown drills should be performed at least twice during the school year.

Prior to the lockdown drill a short planning meeting should occur. We will review the floor plan, discuss the drill duration, door knock, and potential student or staff distress.

Announce the lockdown drill, repeat, “Lockdown. Locks, Lights, out of sight. This is a drill.”

- A. Teachers: Lock/secure all classroom doors. Turn off the lights. Move students to a place in the classroom where they cannot be seen. No cell phone calls. Refrain from texting during drills.
- B. Students: Maintain silence.
- C. Aides: Make sure all exterior doors are locked.
- D. Administration: Lock all office doors and secure lunchroom door.

Note: In the event a class has a specialty teacher, that teacher will keep students until Lock Down is released.

### Medical Emergency/Injury Procedures

In an event of a medical emergency arises on campus, follow the following protocols:

- 1. Notify the office immediately.
- 2. Clear the area of students not related to the emergency.
- 3. If the emergency includes a broken bone or head injury, do not move the student(s).
- 4. Do not call 911 on your own. The office will make the calls when necessary,

### Transportation

District buses cannot be used to transport students to GPCS. Parents or guardians must transport students to school every day. GPCS currently does not have a bus for field trips. Our field trips will be done “on-site” unless parents offer to transport their own children to the field trip location.

### Child Nutrition

GPCS students are required to bring their lunches every day. The lunchroom has three microwaves to heat up items and a refrigerator to store cold items. Students that need their

lunches to be kept cold will put them in the refrigerator before school starts. Students are also allowed to bring an afternoon snack every day. Students will be taught about proper nutrition in science class. GPCS will have a part-time school nurse that will instruct the students on health, hygiene, and nutrition. If lunch is provided for a special occasion it will be provided under the Oklahoma guidelines for nutrition.

## **Polices**

### **Employee Background Checks**

All employees and volunteers must undergo a background check before having access to the students. Access to students is a privilege granted by the school which retains authority to deny such access. When arriving on campus, please go directly to the office through the front doors and fill out the application for a background check. Employees will also have to get their fingerprint cards done at the Grady County Jail in Chickasha. They do fingerprints Tuesday-Friday from 9:30-11:30. Employees will need a \$15.00 check or money order made out to “Grady County Jail” to take with them to get fingerprinted. Public events such as the Christmas program and graduation do not require a background check.

The administration will notify individuals of any issues that arise from the background check.

- Applications with pending, convicted, or deferred criminal charges, be they misdemeanor or felony, may be declined.
- For applications requesting the privilege of transporting students, a driving record is required. The administration will review each application and determine if any traffic violations disqualify the applicant from transporting students. The results of the administrative review will be in written form and attached to the application.

The board has the final decision-making power regarding access to the students.

<b>Criminal Record</b>	<b>Access to Students</b>	<b>Transportation of Students</b>
All felonies, all crimes related to violence, minors, or sexual offenses.	Not Approved	Not Approved
More than 1 misdemeanor 4 or more years from the date of the background check.	Not approved without board approval	Not approved without board approval

1 misdemeanor 4 or more years from the date of the background check	Approved	Approved
Any misdemeanor fewer than 4 years from the date of the background check.	Not Approved	Not Approved
<b>Driving Record</b>	<b>Access to Students</b>	<b>Transportation of Students*</b>
2 or more citations in less than 3 years of the background check or 25 mph over limit.	Approved	Not Approved

\*This refers to an application to transport a student in a private vehicle on or for a school function.

### **Uniforms**

GPCS currently does not have a uniform policy. We intend to put a uniform policy back in place in the 2025-2026 school year. GPCS does have a dress code. Please refer to the Parent Student Handbook for the dress code.

### **Title IX**

Title IX states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” In compliance with Title IX, GPCS will not discriminate. There are several steps in the Title IX process:

Step 1: Report the Incident to the Title IX Coordinator (Administrator)

Step 2: Meet with the Title IX Coordinator-this usually happens a week after the incident. The coordinator will ask if the person would like to receive supportive measures to feel safe.

Step 3: Supportive Measures which may include no contact orders, academic support, or other resources.

Step 4: The Harmer is Notified-Federal law currently requires that the Respondent will be assumed “not responsible” until proven otherwise.

Step 5: There will be an investigation conducted.

Step 6: Initial Interview & Evidence

Step 7: Provide a list of witnesses.

Step 8: Submit documentary evidence.

Step 9: The investigator may follow up to ask further questions.

Step 10: Respond to the evidence.

Step 11: The investigator writes a final investigation report.

Step 12: The hearing is conducted.

Step 13: The finding is issued.

## **Bullying and Harassment**

### **HARASSMENT PROHIBITED**

Civility and respect for everyone's privacy and dignity are required of all employees of the school. Any conduct which is inconsistent with these principles is simply not acceptable and will not be tolerated. More specifically, any form of harassment on the job or related to the job including sexual harassment and including racial, ethnic, disability, or any other harassment is absolutely prohibited. This may result in severe corrective action, including discharge from employment.

Harassment is broadly defined to include any conduct which is personally demeaning or offensive, and tends to equate a person's worth to their gender, race, religion, age, disability status, and/or any other personal traits, rather than their ability to perform their jobs and contribute to the success of the school and its pursuit of Christian character.

An employee who believes that he or she has been harassed by any supervisor, or coworker, in the workplace, or who has witnessed harassment of another should report it immediately to the superintendent. Whenever possible, the person doing the harassing should be told, politely but firmly, that such conduct is not acceptable.

All complaints of harassment will be promptly and thoroughly investigated. In the case a complaint is found to be justified corrective action appropriate to the circumstances will be taken. All complaints and all information given during an investigation will be treated as confidentially as possible, subject to the need to conduct a full and fair investigation. GPCS will inform those individuals who will be involved in any corrective action. It is standard procedure that the parties involved, if need be, should be sent home without pay. Under no circumstances will any person who in good faith makes a complaint of harassment or assists in an investigation be subject to any form of retribution or retaliation. Any person who makes or participates in such retribution or retaliation, directly or indirectly, will be subject to immediate corrective action or termination.

Addendum to policy March 7, 2016; There will be a zero tolerance for any verbal or physical altercation between any staff member that takes place in the presence of students or parents or faculty.

**Immediate termination of employment will be required for verbal or physical altercations on school premises.**

### **Bullying**

Great Plains Christian School has a no-tolerance policy for bullying. Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social, and/or psychological harm. When bullying behavior is recognized, the behavior should be addressed immediately by a staff member. The perpetrator should be separated from the victim. An investigation of the incident by the teacher and/or principal should commence beginning with the victim and witnesses and ending with confronting the perpetrator, and the event should be documented. The incident should be reported to the teacher and/or the principal depending on the severity and frequency of the act. Students and/or parents will be able to report bullying anonymously by filling out a form in the office.

1st offense: Student must attend a one-hour anti-bullying session during recess with the school counselor. Parents will be notified.

2nd offense: Student will attend an in-school suspension for one day, and view 90 minutes of anti-bullying videos, with at least one parent present to review and discuss content with the counselor.

3rd offense: Student will be suspended for three days. Anti-bullying assignments must be completed and documented before the student can return to school.

4th offense: Expulsion

\*Extreme acts of aggression resulting in physical harm or injury may result in immediate suspension or expulsion.

### **Drug Free Schools & Smoking Ban**

Because we believe our bodies are the temple of the Holy Spirit, the possession, use or distribution of drugs, alcohol, and tobacco products are prohibited. Any situation where a student is suspected of engaging in such activities in or on outside the school will be thoroughly investigated by the administration and parents will be notified. The administration of Great Plains Christian School reserves the exclusive rights to have the Chickasha Police Department or Grady County Sheriff's office conduct routine and random checks for illegal drugs anywhere on campus with the use of trained, drug sniffing dogs. Students connected to any drug related persons or suspected events, or activities may be required to submit to drug testing and subject to



expulsion. Violation of this policy will be dealt with by the administration whether the events occur on or off campus and whether the parents have knowledge of the activity or not.

### **Child Abuse Recognition**

If an administrator, principal, teacher, or any other employee suspects a student has been abused, the individual will contact the appropriate public agency within 36 hours as required by law.

If an appropriate agency notifies GPCS to have an audience with a suspected abused or neglected student, the social worker will be granted permission in compliance with the law.

If legal custody changes for a student, it is required that copies of that information be provided to the office to be enrolled and to attend GPCS.

### **AIDS Prevention**

Acquired immune deficiency syndrome (AIDS) prevention education shall be taught to the students and staff. AIDS prevention education shall be limited to the discussion of the disease AIDS and its spread and prevention. Students shall receive such education a minimum of once.

during a period from grade five through six and a minimum of once during a period of grade seven through nine. The State Department of Education shall develop materials for AIDS prevention education in conjunction with the State Department of Health. If Great Plains Christian Schools develops its own AIDS prevention curriculum it shall be approved for medical accuracy by the State Department of Health. GPCS will make the curriculum and materials used to teach AIDS prevention education available for inspection by the parents and guardians of the students. The parents will be contacted (1) month prior to the training. Parents will sign a permission slip for their child to participate in AIS prevention education. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to such participation.

### **Oklahoma Hazard Communication Standards**

## Your Right to Know

There was a time when employees had no legal means to force their employers to provide them with information about the hazardous substances they used at work. They demanded a "Right-to-Know," or the right to have access to such information. On September 17, 1984, the State of Oklahoma adopted the Federal OSHA Standards, 29 CFR 1910 and 1926, better known as the "Hazard Communications" or "Right-to-Know" standards, to apply to the state government and its political subdivisions. (Title 40 O.S sections 401-424, Oklahoma statutes as amended.)

Chemical Name	
CAS #	
HEALTH	<input type="checkbox"/>
FLAMMABILITY	<input type="checkbox"/>
INSTABILITY	<input type="checkbox"/>
SPECIFIC	<input type="checkbox"/>
OKLAHOMA STATE HAZARD COMMUNICATIONS	

## You Have a Right to Know

Employees of Great Plains Christian School have the right to know the properties and potential safety and health hazards of substances to which they may be exposed. Such knowledge is essential to reducing the risk of occupational illness and injury.

## Goals of Right to Know

- To help you reduce the risks involved in working with hazardous materials.
- To transmit vital information to employees about real and potential hazards of substances in the work place
- To reduce the incidence and cost of illness and injury resulting from hazardous substances
- To promote public employer's need and right to know
- To encourage a reduction in the volume and toxicity of hazardous substances

## Asbestos Hazardous Emergency Response

Public and non-profit private schools have distinct requirements to protect school children and school employees from asbestos exposure. GPCS complies with Asbestos Emergency Response Act (AHERA) by:

- Inspecting our school for asbestos.
- Prepare management plans and take action to prevent asbestos hazards.
- Designating a contact person to ensure the responsibilities are properly implemented.
- Ensuring that trained professionals perform inspections and take response actions.

- Providing staff with asbestos-awareness training

## **Students Rights and Responsibilities**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's educational records, the right to seek and have the records amended, and have the right to have some control over the disclosure of personally identifiable information. Proper security measures are in place to safeguard educational records. Parents are informed of their FERPA rights.

Records shall be kept in a safe, secure, and professional manner (fireproof or electronically current, retrievable dual backed format. Cumulative record files are kept which include all data necessary for the enrollment process. Office personnel annually update the student record information taken from re-enrollment forms. Faculty records are kept in a locked file cabinet. GPCS has an office personnel filing system which includes proper protection of private records for students and staff. The school follows state regulations, the Open Records Act, to release information.

## **Parent Engagement**

GPCS makes every effort to communicate with parents. We send home weekly classroom newsletters. We also have a Back to School Night that informs parents about the upcoming school year. Each class uses the Remind app to communicate with parents daily. GPCS also has two Parent/Teacher conference nights scheduled for the 2024-2025 school year. We have parent volunteers that help clean the school, read with kids, and speak at weekly chapels.

## **Personnel**

### **Hiring Policies and Procedures**

#### **Non-Discriminatory Hiring Policy**

GPCS does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

1. All applicants must complete an Employment Application stating their background and training and experience in addition to personal and professional references.
2. All applicants must submit a current resume, state teaching certifications (teacher applicants only), official transcripts, certifications, and degrees, statement of Christian testimony, statement of Philosophy of Christian Education, and any other applicable degrees.
3. Applications must be submitted to the GPCS Administrator for the purpose of checking personal and professional references.

4. No applicant shall be requested for an interview prior to receiving favorable personal and professional reference inquiries by the Administrator.
5. The prospective employee meets for the interview.
6. The prospective employee is notified of the job offer.
7. All employees/volunteers will have criminal background checks as required by the state of Oklahoma.

### **Teacher Recruitment**

Most GPCS teacher recruitment is done by word of mouth and advertising for the teacher vacancies with several job posting sites including our school Facebook page. GPCS will also be an avenue for the University of Science and Arts of Oklahoma (USAO) in Chickasha to send student teachers. As we work with these student teachers from USAO, it will be a way to recruit new teachers to come to our school. GPCS will also recruit retired teachers in various ways from connections in local churches to community gatherings.

### **Employee Contracts**

Employees will sign a yearly limited-term contract (see attached). Contracts will be revisited each school year. Employees must agree to adhere to and abide by the rules and guidelines of the contract. Compensation is based on an hourly wage set by the Superintendent and/or School Board.

### **Job Descriptions**

Teachers- Teachers play a chief role in the education and development of students. Responsibilities will include assigning and grading homework, lesson planning, teaching, documenting student progress, cleaning the school, classroom management, teaching Bible lessons, leading programs, professional development, drills.

Volunteers- Reading with students, monitoring students in lunchroom or outside, making copies, cleaning, drilling students in math, phonics, etc. as modeled by the teacher, leading students in arts projects and extracurricular activities.

Teacher Aides- Provide some instruction that is planned by the teacher, answer students' questions and help complete seatwork assignments, monitor independent activities, and keep students on task, supplement teachers direct instruction direct learning centers, monitor lunch and recess, daily cleaning.

### **Teaching Methods**

GPCS uses many different teaching methods to reach all learners. The main method is differentiated instruction is the idea of creating tailored education plans based on differing needs. Since we have small classes we use a lot of small group instruction. The teacher will pull groups

to the teacher table and teach them a lesson then the students will go back and complete their individual assignments. There is also lecture based learning where teachers give a lecture on a particular topic and students demonstrate what they have learned. We also do some project-based learning especially in Social Studies and Science.

### **Roles, Responsibilities, and Duties**

1. Each teacher will attend all faculty meetings, or other meetings as directed, and perform other duties that may be assigned by the Administrator, without additional compensation. Such things include attending students' functions, i.e., athletic events, musicals, etc.
2. The Administrator determines the length of the school day, as well as the hours of teaching and duties to be performed. The teacher agrees that, in addition to the regular schoolwork to be performed, he/she will carry on a program of contacts with the parents of students, pursuant to the directions of the Administrator.
3. The teacher's duties will involve not only the responsibilities ordinarily incumbent, but also those responsibilities related to the special spiritual ministry to which he/she is called-the training of the child in Christian faith and practices. In a very real sense; therefore, it is the expectation of the Administrator that the teacher will strive at all times to understand, appreciate, love and serve the pupils entrusted to him/her for instruction and that he/she will, to the best of his/her ability, provide for their fullest intellectual, physical, emotional, and spiritual development. As a servant of the Lord Jesus Christ, the teacher will faithfully attend the regular services of a local Bible-believing church as an example of the Believer.
4. The teacher agrees to be present and on time for faculty devotions, which begin each school day, and to remain in the building until 3:30 p.m. after classes have been dismissed. The teacher also agrees to remain after school for any meetings or conferences called by the Administrator or for other administrative actions on his/her behalf.
5. The teacher agrees to abide by the regulations set forth in the Teacher's Handbook and any additions made during the school year, and to cooperate in every way with GPCS's authorities.
6. The teacher agrees to accept, without reservation (be it mental or verbal) GPCS's educational philosophy.
7. The teacher agrees to adhere to 1 Corinthians 3:16-17 and 6:19-20. Along with Romans 14:13, we interpret this to mean abstinence in use of profane language. The teacher also agrees that the role of the male and female are clearly defined in 1 Corinthians 11:3. Romans 1:24-32 states that God recognized homosexuals and other deviant behavior as perverted, and because of this willful condition, such cannot be an employee of ACA.

8. The teacher will not engage in the use of social media with any student.
9. The teacher agrees to follow the Biblical pattern of Matthew 18:15-17 and Galatians 6:1, and by a resolve to utilize Biblical principles-always presenting a united front.
10. The teacher will avoid highly debatable topics as much as possible, especially as they relate to denominational issues.
11. Attendance at faculty meetings, conferences, meetings with parents, counseling sessions with students, and preparation time are normal duties and may require additional time.
12. No employee of GPCS shall engage in activities that would use students of GPCS as contacts for commercial sales or financial gain.
13. Teachers of GPCS are encouraged to become involved in civic and community affairs that do not interfere with their employment responsibilities.
14. Teachers shall have the right to inspect their personnel file.
15. Teachers are expected to integrate biblical world-view concepts into each subject they teach.

#### STAFF'S SUPERVISORY RESPONSIBILITIES

##### Continuous Supervision/Security of Students

GPCS faculty and staff are responsible for providing proper supervision of its students to ensure their safety and security.

1. The faculty is directly responsible for the students within their classroom or any assigned class.
2. Students must always be under the direct supervision of adults except when they are inside the restroom during their restroom breaks.
3. An adult will always escort K-4 through 2nd grade students when going between them classroom and the office.
4. While on the playground or playground teachers must have visual contact with all their students.
5. Teachers must ensure that students do not play in the creek bottom.

##### Time That Supervision Begins

Unless otherwise specified by the Administrator, teachers or supervisory staff is to arrive no later than 15 minutes before a program or activity begins or before a bus is scheduled to leave, to supervise students arriving for or being transported to an event.

## **Lunch**

1. Have students prepare for lunch in plenty of time to be prompt for their lunch period.
2. Have students walk in single file along the sidewalks to the lunchroom entrance doors. Teachers must enter the lunchroom first then allow students to enter.
3. Unless students are purchasing their meal they should go to their assigned table and be seated. After students have been seated they may go to the microwave for warm-ups. To avoid confusion,

## **Staff Evaluations**

GPCS desires its teaching faculty to achieve the highest degree of efficiency and quality within their areas of responsibility. To assist in achieving this goal each teacher will be evaluated on a regular basis. The Principal of Administrator will conduct at least two formal classroom supervision visits for every teacher every school year. One evaluation will be on a notice basis with a mutual agreement as to the class observed. A second evaluation will be conducted on a no-notice basis. There will be a principal-teacher conference following each evaluation. A copy of the evaluation will be kept in the personnel records.

The Teacher Classroom Evaluation Form will be used to conduct the evaluations. Information from the evaluation will be used in filling out the Annual Teacher's Evaluation Form. The forms will become part of each teacher's school file. The Administrator will conduct a year-end interview with each teacher, at which time pertinent information regarding overall evaluation of the teacher will be shared.

## **Professional Development**

Professional Development opportunities will be offered to teachers several times a year. There will be an annual CPR training that teachers will attend at the CV Tech in Chickasha. Teachers will also complete the yearly Bloodborne Pathogens Training online and take the quiz. Other professional development workshops will be offered throughout the year. Some examples of topics include classroom management, standardized tests, Abeka curriculum training, and active shooter training, and bible classes. All certificates will be kept in the employee personnel files in the office. GPCS will join Chickasha PS and Amber-Pocasset PS for other PD opportunities.

## **Counseling Services**

GPCS has a variety of local counseling services that we have utilized. (Red Rock Counseling, Grady County Youth Services Center, Ginny Howell-Canadian Valley Vo-tech, Pastoral Counseling with Pastor Tim Nestell). We also have pamphlets available for students that have lost loved ones.

## **Special Education and ELL Services**

As enrollment increases, GPCS will offer special education. A certified special education teacher is going to work part-time with students for the 2024-2025 school year. She will be working with students in regular classrooms and pulling students to work with them one on one. Students on IEP's will have the opportunity to receive the Lindsey Nicole Henry Scholarship. This scholarship will be used to fund our special education department. The provisional accreditation will be a huge benefit for our school to receive these funds to help our students.

### **Volunteers and Parental Involvement**

Volunteers will play a vital role in the 2024-2025 school year. We currently have around ten volunteers that have already offered to help. One parent volunteer will help clean the school every day. There is also a nurse volunteer coming one day a week to help. Several local pastors have offered to teach chapel classes and there is even a retired band director coming to work with the kids. Another friend is volunteering to lead worship once a week. All volunteers must fill out a volunteer application and do a background check.

### **Parental Involvement**

Parental Involvement plays a vital role in a child's education. Parent communication will be the key component in parental involvement. We will send Thursday folders home weekly that will communicate to parents about homework and behavior. The folder will contain the child's graded work. We will invite parents to programs and get them involved in projects. There will be weekly classroom newsletters sent home. We will use the Remind app to communicate daily. Teachers are encouraged to send positive notes home about their students. We will also have scheduled Paren/Teacher Conferences.

## **Curriculum**

### **Course Overviews**

Our K-8<sup>th</sup> grade are taught a 90-minute Language Arts block that includes: Phonics, Reading, Grammar, Poetry, and Writing. Each grade has a 60-minute Math block that includes daily speed drills, lectures, and independent practice. Science and Social Studies classes are rotated every semester. Students receive daily Bible lessons and attend Music, and Art.

The ACE curriculum is used for Word Building and Creative Writing in grades 3<sup>rd</sup>-8<sup>th</sup>. ACE is an individualized, biblically based character-building curriculum. ACE word building is a spelling curriculum that reviews vowel sounds, expands vocabulary with prefixes and word endings, increases visual discrimination, and develops word concepts.

### **Textbook/Virtual Programs**

Great Plains Christian School primarily uses the Abeka Christian curriculum. Abeka has a spiral approach-building from simple to complex, with frequent review and application with each grade



and from grade to grade. Abeka uses cross subject integration-pulling in concepts from one subject to several others to reinforce understanding and tie learning together.

GPCS uses the Abeka textbooks for Language Arts, Reading, Math, Science and Social Studies. There are Abeka consumable textbooks for Math and Language Arts that must be ordered yearly for each student. The ACE consumable booklets must also be ordered yearly for each student.

GPCS checks out Chromebooks to students to supplement our curriculum. There are many online platforms our students use to reinforce standards. EPIC books are a great platform for kids to read books online and take quizzes. We also use Legends of Learning for students to play state curriculum aligned games that align to state Math and Science standards. Some of our teachers also use Khan Academy online and Flocabulary.

### **Teaching Methods**

We utilize a variety of teaching methods to ensure that all students learn. We believe in the 8 multiple intelligences and differentiated instruction where all students learn in different ways. Our Reading instruction is usually done in a small group at a teacher's table. Direct instruction is used through lectures. We also use the kinesthetic approach where students perform hands-on activities that value movement and creativity. GPCS also does some inquiry-based learning where students participate in different projects and demonstrate their results. A volunteer that is a gardener is coming this year to teach students how to grow healthy foods. The students will help take care of our school garden.

### **Grade Level Competencies**

We use the Oklahoma Academic Standards to serve as expectations of what our students should know and be able to do at the end of the school year. We will use a competency-based report card for kindergarten this year. All the rest of our students will be graded on a grading scale.

### **Benchmarks**

Benchmark assessments provide data as to progress monitoring of students regarding the district's curriculum. These assessments come from the district curriculum and align with Oklahoma Academic Standards (OAS). Benchmark assessments aid in identifying gaps for improved teaching and learning. For the 2024-2025 school year, there will be no GPCS-mandated benchmark.

The Abeka curriculum includes biweekly tests in History, Bible, Science, Math, and Phonics. These tests are meant to measure student progress on certain learning goals.

### **Student Progress**

GPCS uses the Think wave for our school management system. Think wave is a cloud-based students management software with teacher gradebooks and student and parent access. Custom report cards and progress reports can be printed and delivered electronically. Student progress is

formally discussed at Parent Teacher Conferences twice a year. Progress reports are sent out every quarter.

### **Monitoring/Assessments**

#### **1. Testing Policies**

- a. Tests will be given to all students. The test is an important part of the learning process. Tests allow all students to review and assess the significant parts of the courses they have been taking. This review helps enhance the overall grasp of the subject matter.
- b. Tests will be a major factor in determining the student's grades.
  - 1. Students are urged to take tests seriously, as they help in determining grades, which are placed in their permanent high school records.
  - 2. Parents are urged to provide regular periods of study for their children.
  - 3. Students should be encouraged to get proper rest prior to taking a test.
- c. Testing will be conducted in the classroom.
- d. Tests should not be more than 50 minutes long and depend upon the subject matter and length of the test.

#### **2. Teacher Preparation**

- a. Count your tests. If you do not have enough, make additional copies as needed.
- b. Make your test key in red. Taking your test before you give it enables you to detect and correct any mistakes you need to point out to the students.
- c. Place your exams in a folder and keep them in a secure place.
- d. Have a cover sheet for each of your students.

### **Standardized Test**

The following procedures apply to all GPCS teachers and students:

Each school year GPCS will conduct standardized testing of its students. Testing is conducted to assess the basic curricular objectives in the areas of reading, mathematics, language arts, science, and social science. To accomplish this, the most current edition of TerraNova will be used to measure those thinking and reasoning abilities that are most relevant to school achievement.

### **Standardized Test Security**

1. All testing material will be kept secure. The security of the test is an absolute must to protect the integrity of the test and GPCS's testing procedures.
2. The test will not be left unattended at any time and must be kept under lock when not being used.
3. Teachers will distribute the tests only during test week.
4. Upon completion of testing, the Office Manager will collect the tests and answer sheets and mail them promptly.
5. No faculty member will use any standardized test as a classroom supplement; nor use any of the questions from the tests as an aid.
6. Teachers will complete the training for standardized testing and follow all the guidelines.

### **Academic Indicators**

Public Schools use six primary indicators of school performance: academic achievement, academic growth, chronic absenteeism, postsecondary opportunities, graduation rates, and progress of students learning English as a second language. We will use these indicators to see how our school is performing. We will work to improve our test scores and improve attendance.

### **Library Plan**

Each classroom has a library for students to use during the school day. Students will be expected to read several nights a week and get reading logs signed by their parents. Each student will also have an online Epic Books account so that they can read online and take quizzes on their books.

### **Extracurricular Activities**

GPCS offers several extracurricular activities. Students will attend music, art, chapel, and PE. We will also have a Veterans Program this school year. A volunteer has offered to teach gardening. We also have a children's book author coming to teach the kids about the writing process. We will have a school play and class parties for different holidays. Field trips will also be planned.

## **Students**

### **Admissions Policies**

Great Plains Christian School does not discriminate against race, color, national, or ethnic origin. GPCS may decline admission and shall not be accountable for such actions. The governing body has approved the admissions policies and procedures. It is not recommended that a student be enrolled against their will. GPCS reserves the right to refuse enrollment to any student without cause. A family interview will be conducted to ensure that the families values line up with the mission of GPCS. If accepted into the school, there will be an adjustment period given. If at the

end of that time, the student is deemed problematic, the school can without any other stated reason permanently dismiss that student. As with many private educational institutions, it is the responsibility of the school to maintain the best education possible. Therefore, dismissing a student, although unfortunate for an individual is a necessary process. These capabilities are one reason private education is the education of choice. The student enrolled at GPCS is offered a safe place that has very few negative influences.

### **Arrival and Dismissal**

All students should arrive by 8:00 a.m. Arrangements have to be made in the office if a student needs to arrive before 7:45 a.m. Students will go to the gym when they arrive and sit with their class.

For safety reasons, no one is permitted to park in the circle drive. The designated car parking will be on the west side.

School is dismissed at 3:00 p.m. every day. Parents will pick up students in the circle drive. Signs will be given to parents at the beginning of the year to put on the dash.

Early dismissal will be granted for emergencies, and medical or dental appointments that cannot be scheduled outside of school hours. Students requesting early dismissal will be required to bring a note from their parents to the office before school starts. Parents will have to sign their child(ren) out in the office for early dismissals.

### **Enrollment Procedures**

There are several steps to enrollment.

Step 1: Tour of facilities- The interested family will schedule a tour of the school facilities.

Step 2: Family Interview- A staff member will interview the perspective family for admittance into GPCS. Information about the school will be provided during the interview.

Step 3: Acceptance Letter- Parents will be notified that their child(ren) are accepted into the school.

Step 4: Parents will fill out the enrollment packet (see attached) and submit all paperwork to the office including shot records or exemption form, proof of insurance cards, and birth certificate.

Step 5: Parents will pay the enrollment/curriculum fee and a payment plan for monthly tuition will be set up.

### **Student Recruitment**

Our plan for student recruitment depends on getting the word out to the community. In the past few months there has been a newspaper article published in a local newspaper. We have also given presentations at several local churches. We even set up a booth at the Wings and Wheels

Air Show! We will also have a booth at the Back to School Bash at Michigan Avenue Baptist Church on August 3<sup>rd</sup>. The administrator has attended community leader meetings at the Chickasha Chamber of Commerce and Stanleys.

This school year we plan to have an Open House and invite families and community members. A GPCS fundraiser is taking place in September. The fundraiser will assist with student recruitment because we can use the funds from the fundraiser to offer partial scholarships to students based on AGI (Adjusted Gross Income). GPCS will have a Facebook page that gives updates and promotes the school. Brochures about the school will be shared at local churches, YMCA, libraries, community organizations, and with individuals.

### **Student/Parent Handbooks**

Student/Parent Handbooks are available in the office for review or to pick up. Please see attachment.

### **Geographic Boundaries**

Great Plains Christian School is located at 35.08784 latitude and 97.98674 longitude. GPCS is in the Amber-Pocasset Division and in Grady County. This location is in a neighborhood. For statistical purposes, neighborhoods, (small areas, as small as a few blocks with a few hundred households) are referred to as Block Groups (BGs) by the Census Bureau. The boundaries for Block Groups are defined by the Census Bureau and are the smallest geographical unit.

### **Grades Served**

Great Plains Christian School serves grades Kindergarten-8<sup>th</sup> grade.

### **Health Services**

A volunteer RN will be at the school one day a week. She will teach the students about health. Kathy Martin is a public health nurse for the Washita Tribe.

### **Accidents**

In case of an accident involving a teacher or student, GPCS will provide necessary first aid as promptly as possible.

1. Minor Accidents-Those not requiring a doctor or hospital attention.
  - a. The student or teacher first should report to the school office for diagnosis of the seriousness of the injury.
  - b. If first aid is required, the injured person may be treated in the office by the office personnel or instructor.
  - c. Upon completion of first aid, students should receive a pass to return to class.

- d. Minor accidents (cuts, scrapes, bruises, etc.) do not provide cause for contacting the student's parents unless special medication is needed for injuries such as bee stings.
2. Serious Accidents-Those in which a student or teacher would be in extreme discomfort, would require professional medical attention, or would be in danger of losing his/her life.
- a. Depending on the nature of the illness or injury, contact the parent or legal guardian of the student (or next of kin) immediately.
  - b. If these people cannot be reached or if the nature of the illness or injury requires immediate attention, the person may be treated according to the best judgment of the person in authority at the place and time of the accident.
  - c. If the injured person is in immediate of loss of life, emergency medical procedures will be administered (CPR, emergency first aid). All the teachers at GPCS are trained in CPR. If one of these individuals is not present, they should be sought immediately. In the meantime, calls will be made to the paramedics by calling the 911 emergency number.
  - d. If the injury is serious, but no danger to life is involved, the medical treatment will be left to the professional paramedics, who will be contacted immediately.
  - e. Should further treatment and hospitalization be required an ambulance will be called to take the person to a hospital. The attending faculty member will accompany the injured student or teacher to the hospital. If parents have not already been contacted, they will be informed to meet the ambulance at the hospital.
  - f. Faculty will be required to complete a CPR class and maintain appropriate training.
3. Accident Reports
- a. All accidents involving injury and treatment must be written up on the ACA accident report form. The teacher or other authority in charge at the time and place of the accident should write this report as soon after the accident as possible, and always within 24 hours.
  - b. A complete description of the incident will be sent to the school principal.
  - c. Insurance forms will be issued to the parents, as necessary. GPCS's insurance coverage is secondary coverage.

- d. Employees should not make statements to persons other than authorized personnel of GPCS regarding the events leading to the injury without first consulting with the Administrator or his/her designee.

#### Sickness, Medication and Communicable Diseases

GPCS will comply with the State of Oklahoma Public Health Department rules, regulations and recommendations concerning student health issues.

#### Sickness

For the welfare of children and others in the school, all children who are sick must be kept at home. If a child has a fever, the child is not allowed in school until they recover. Since students do participate in outdoor activities as the weather permits, they must be dressed accordingly to prevent illness. All children must participate in outside activities, so they should be dressed accordingly.

Each teacher is trained in First Aid and CPR procedures so even though ACA does not employ a school nurse or a doctor the best possible emergency care will be assured should an accident involve your child. The administrative office staff must ensure an attempt is made to keep information on a child's emergency card current. If a child becomes sick while at school, ensure he/she will be given the best care possible until the parent arrives to take him/her home or to the doctor.

#### Medications

No prescription medication or any nonprescription/over-the-counter medications (i.e., aspirin or Tylenol) will be administered at school unless the parent has filed the necessary Medication Form. Administration forms with the school office. Any medication dispensed, accordingly, must be documented on the GPCS Medication Administration at School Log.

#### Communicable Diseases

Students with communicable diseases shall be excluded from school while ill, and during recognized periods of communicability. GPCS reserves the right to make all final decisions necessary to enforce its illness and communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school. Any student diagnosed with a contagious communicable disease which is listed by the Oklahoma Public Health Department as a "notifiable disease/condition" may not participate in interscholastic athletics until cleared by a medical doctor in accordance with Oklahoma Athletic Handbook page 6, paragraph XVIII.

#### Eye Exams

Fulton Eye Care Center in Chickasha will do a yearly vision check on every student.

#### Head Lice

Great Plains Christian School has a Nit-free Policy. If a student is sent home with head lice, they must be checked by the local health department for re-admission. Re-admission is at the discretion of the school nurse.

### **Target Student Population**

The ethnic background of the community is:

White 71.8 %

Hispanic 8.4 %

African American 4.8 %

Native American 0.5 %

Asian 0.1 %

Pacific Islander 2.1 %

In 2022, the median household income of Chickasha was \$55,136.

There are several public schools in the area: Chickasha Public Schools, Ninnekah Public Schools, Cement Public Schools, and Verden Public Schools.

Great Plains Christian school will target all students interested in a quality Christian education.

### **Interviews/Tuition/Fees**

Family interviews will be conducted before the enrollment process. The administrator and/or staff member will conduct the interview. Students are allowed to participate in the interview. It will last 30-45 minutes. There are a set of fifteen interview questions that will be asked. The answers will be documented and filed in each student's file.

Tuition and fees for the 2024-2025 school year:

Monthly Tuition	\$400
Fees (Enrollment and Curriculum)	\$200
Yearly Tuition & Fees	\$5000

Monthly Tuition is due the fifteenth day of each month. Students enrolling after June 15th will pay annual tuition based on how many months are left in the annual cycle. (annual tuition/ number of months = monthly payment)

Note: Tuition and fees are non-refundable-See details in enrollment contract

### **Class Size & Structure**



Great Plains Christian School strives to keep class sizes small. We have combined classes with no more than fifteen students at a time. Teachers teach individual lessons to small groups of students and then students work independently on assignments. The structure of the classes depends on the number of students in each grade level. Lessons will be combined whenever possible in art, music, field trips, read aloud, reading, PE, and History.

## **Behavior/Discipline Procedures**

### **Discipline Policy**

Great Plains Christian School's primary goal is to educate. Discipline is an important aspect of education. Well-disciplined students can obtain a far better education than those who are undisciplined. Therefore, when the behavior of an individual student and/or students interferes with the educational process or comes in conflict with the rights of others, corrective actions are necessary for the benefit of the students and of the school. The Oklahoma Legislature has amended O.S.-114 to read as follows: "Each local board of education shall adopt a policy for the control and discipline of all children attending public school in that district. The local policy shall provide options for the control and discipline of the students. The parent or guardian of every child residing within a school district shall be notified by the local board of education of its adoption of the policy and shall receive it upon request." The teacher of a child attending public school and/or school personnel should have the same right as a parent or guardian to control and discipline such child according to local policies during the time the child is in attendance or in transit to or from the school or any other function authorized by the school district or any classroom presided over by the teacher and/or any school personnel. All students will be treated in a fair and equitable manner. Nothing in this discipline schedule shall be construed to deny the student's rights to fair and orderly hearings, appeals, counsel, and due process in cases that may end in suspension or expulsion. Disciplinary action will be based upon the school's discipline policy and a careful assessment of the circumstances surrounding each infraction such as the student's attitude, the seriousness of the offense, the frequency of the offense and its potential effect on other students. Alternative methods of punishment are available to ensure the most effective discipline.

### **Discipline Infraction Examples**

1. Unexcused tardiness
2. Misconduct at assembly or school function
3. Lunchroom misconduct
4. Failure to complete classroom work
5. Classroom misconduct
6. Cutting class/truancy/leaving school without permission

7. Unauthorized use of a motor vehicle
8. Theft
9. Assault—physical or verbal
10. Fighting
11. Destruction of property
12. Other offenses including possession and/or use of a dangerous weapon, alcoholic beverages, controlled dangerous substances, narcotic drugs, stimulants, barbiturates, obscene materials, tobacco, etc.
13. Bullying of any kind

#### Discipline Procedures

\*The options of the following discipline procedures are given to administrators, teachers and/or any school personnel and will be administered on consideration of the seriousness, frequency, and effect of the act and by the discretion of the above-named designee.

1. Written warning and/or notification of parents
2. Removal from class or group (temporarily or permanently)
3. Parental conference
4. Student suspension (before school, noon, and/or at recess)
5. Discipline Committee (Committee will review the record and give a written recommendation)
6. Financial restitution
7. Law enforcement involvement
8. Social agencies referral
9. Community service agreement
10. In-school suspension (ISS)
11. Suspension
12. Expulsion
13. Other appropriately deemed disciplinary action
14. Any act of vandalism will result in a requirement of restitution and may also include suspension for up to (1) year.
15. Saturday school

## Minor Discipline Infractions

The following are various ways of responding to minor discipline infractions. Choose the most appropriate for the given situation.

1. Look at the student
  - a. A silent look at an offender will sometimes be all that is necessary.
  - b. Look directly at the student while you continue your class.
2. Talk more softly than usual; comments spoken more softly attract more attention than shouting.
3. Employ humor.
  - a. Reduces tension and encourages control.
  - b. Allows students to see you have a sense of humor.
4. Have and use pre-arranged signals
  - a. Fingers to the lips.
  - b. Turning off the lights.
  - c. Ringing of a bell.
  - d. Standing at a particular point of the room
5. Use body language. Young people react more quickly to what a teacher does than what he/she says.
6. Ask the student a direct question.

## Disciplining Students: What Not to Do

1. Never permit improper behavior. Allowing a student to get by will only result in the teacher losing the respect of the other students.
2. Never accuse without proof.

## Office Referrals

Students should be referred to the office for discipline when the teacher believes a serious school infraction has occurred. A discipline referral form must accompany the visit. Discipline is not effective unless the administrator or principal knows the reason for the referral. Once there the appropriate actions will be taken in accordance with the discipline section of the Student Handbook. Actions may be from verbal warnings up to and including expulsion based upon the infraction.

### Discipline: Some Specifics to Watch

1. The noise level in your classroom should not disturb other students or teachers in adjoining classrooms (upstairs or downstairs also).
2. Be at your classroom door or in the halls at the following times:
  - a. Just before school
  - b. During class changes
  - c. Just after school dismisses.
3. Prohibit malicious or negligent destruction or defacing of school equipment and property.
4. Do not permit bad language, off-color remarks or stories and cruel teasing at any time by any students on campus or at any school-related functions.
5. Do not allow displays of "physical affection" such as holding hands or hugging, etc., at any time by any students on campus or at any school-related functions.

### Discipline: How Do I Discipline

Someone once remarked, "Any teacher who has to resort to actual punishment of one for another has already lost the battle." The ideal situation is to establish the kind of rapport with your students that leads to genuine respect. Children who genuinely respect their teacher will seldom take advantage of him/her. Of course, this is super-idealistic since we know that we are all subject to the flesh and its desires. Yet, ask any experienced teacher who has been in the profession for a while, and without exception you will find that the number of times he/she has had to actually punish children for one thing or another is inversely proportioned to his/her years of experience and growth in the knowledge and skill of handling children. Any teacher who, year after year, must struggle with discipline and devise new methods of punishment has not grown much.

Following the following Dos and Don'ts will help in any situation requiring discipline:

1. Do's
  - a. Get off to a business-like start from the very first day of school. Let students know exactly what they may and may not do. Do not try to win their friendship first and restore order later. That is very difficult for all and impossible for some.
  - b. Respect is the key to discipline. If students respect you, they will obey you. If you are having problems with discipline, you are also having problems with respect.

- c. Be fair to all students. Avoid favoritism at all costs. Find something to praise in all students. Be genuine (students can spot a phony.)
- d. Always keep a clear distinction of roles in mind.
  - 1. The teacher is an adult in authority; students are entrusted to your responsibility by parents and God.
  - 2. Students must always address teachers respectfully. Familiarity breeds contempt.)
  - 3. This role is not relaxed once you leave the campus for the day. In contacts with students outside of school, you are first their teacher and secondly their friend.
- e. Keep in close contact with parents. If a particular student is giving you problems, contact the parent either in person or by phone, and talk directly to them. Schedule a conference if possible since direct communication is much better than phone calls. Notes, or form letters, are usually worse, and are often misunderstood. Avoid them whenever possible.
- f. Take time and talk with the student who is troubling you. Many times, misunderstandings can be uncovered that will solve the problem.
- g. Don't let a problem continue indefinitely, hoping it will go away or solve it self. It usually doesn't. If it persists get help.
- h. If punishment is necessary, make every effort to make the discipline "fit the offense." Unrelated discipline is often ineffective.
- i. A sharp work or two will often suffice if you have earned the respect of the class.
- j. Move the student to a new seat in the classroom and/or isolate him/her.
- k. If a student makes a mess in the classroom, cleaning the classroom for a few days may help.
  - 1. Often an additional assignment (such as a term paper) is appropriate.
- m. A call to a student's father/mother is very effective in most cases.
- n. Bring the student (don't send) him/her to the principal's office if the situation has gotten out of hand.

## 2. Don'ts

- a. Don't send students out of the room with no specific place to go. Either: step outside the room with him/her and settle the matter immediately or provide

him/her with a specific place to go and task to do. Yelling, "Get out!" may temporarily cure your frustration but has not solved your problem.

b. Teachers may not:

1. Keep a student from another teacher's class.
2. Suspend or expel a student.
3. Send a student home from school for any reason.
4. Keep a student from eating lunch.
5. Reduce the academic grade earned for misconduct.
6. Keep a student from classes such as physical education, art, or music as a punitive measure or make him/her miss a ride home.
7. Shove, slap, pinch, kick pull, push or in any other way "rough up" a student.
8. Degrade a student vindictively in front of his/her peers.
9. Punish the whole class for the misdeeds of one or a few.
10. Require a student to clean the restroom/toilets.







## BUILDING/FACILITY USE AGREEMENT

This is a legal contract. Read before signing.

### GENERAL CONDITIONS

It is agreed between Kristi & Tracy Caraway, hereinafter referred to as property Owner/Landlord and Great Plains Christian School, hereinafter referred to as USER, that the property Owner/Landlord, shall allow the User access and the use of the facility as conditioned and described below, subject to all the policies and procedures of property Owner/Landlord.

ORGANIZATION REQUESTING USE Great Plains Christian School  
FACILITY TO BE USED Building & Grounds located @ 730 CR 1330, Chickasaw  
DATE(S) OF USE 5/1/2024 — 6/1/2025  
PURPOSE OF USE provide Christian Education  
SPECIAL PERSONNEL NEEDED NA

Note: Property Owner/Landlord is not responsible to provide any special equipment or personnel unless the same has been specifically agreed to by the Property Owner/Landlord and the User, and the specific related terms for the special equipment or personnel have been set forth.

The undersigned has been given authority to act for and be responsible for the User signing this application. User will see that the FACILITY is not misused or abused, that there is proper adult supervision at all times, that the FACILITY is used in conformity with all policies and regulations of the Property Owner/Landlord, and that all other terms of this Building/Facility Use Agreement are adhered to and followed.

The undersigned understands and agrees that this agreement does not establish an employer-employee relationship between User and Property Owner. And that the set forth use is neither a conducted use or a sponsored use of the property owner. In addition, it is understood that the property owner will not exercise any physical or other control over the operation of the use other than those already spelled out in the Building/Facility use agreement; In addition, User understands that the property owner is not providing any supervision by this agreement.

## NO OTHER PROMISES OR WARRANTIES



USER understands that no promises are made otherwise than what is contained in this agreement, that no warranties have been made that the FACILITY will be adequate for User's planned use, and that User accepts the facility in an AS IS condition. USER to initial box to the left.



USER has inspected the facility to be used and has independently determined the it is suitable and safe for their particular purpose. . USER to initial box to the left.

## INSURANCE

USER at its sole cost and expense shall maintain during the DATE(s) of use of this agreement public liability insurance insuring against All liability of Use, this agreement public liability insurance insuring against ALL liability of User, Property Owner/landlord, and their authorized representatives arising out of and in connection with User's use of the facility. Professional liability insurance shall be purchased at USER's expense to protect Property Owner/landlord and User against claims on personnel hired by User.

Copy shall be given to Owner/Landlord or a clause certificate of additionally insured.

It is the intention of both User and Property Owner/landlord that both the public liability and professional liability insurance shall insure performance by User of the express indemnity provision contained below. However, the limits of such insurance shall not limit the liability of User hereunder.

Property Owner/Landlord shall be named as an additional named insured on the insurance policy purchased by User, which is the subject of this agreement.

User agrees to provide Property Owner/landlord with a copy of the certificate of insurance evidencing that it has complied with the insurance requirement of this agreement.

## EXPRESS INDEMNITY



INDEMNITY PROVISION, User agrees to save, indemnify, and keep harmless Property Owner/Landlord against any and all liability, claims, judgements, or demands, including demands arising from injuries or death of persons (User's employees included) and damage to property in which Property Owner/Landlord shall be named a defendant and which involves claims arising directly or indirectly from, as a result of, or in connection with User's use of the premises. It is the intention of the parties that the indemnity provided by this agreement provides for indemnity to the Property

Owner/Landlord for the Property Owner/Landlord's own acts of passive negligence that solely or contributory cause liability to the Property Owner/Landlord, but User is not indemnifying the Property Owner/Landlord of the Property Owner/Landlords' own acts of active negligence that solely or contributory cause liability to the Property

Owner/Landlord.

Signed *Keith Camp* Date July 23, 2014

Signed *Julie Miller, Administrator* Date July 29, 2014

This Building/Facility Use Agreement was researched and drafted by the Law Firm of:  
Great Plains Christian School

McKay, de Lorimier and Acain  
By Paul A. de Lorimier, Esq.  
3250 Wilshire Boulevard, Suite 603  
Los Angeles, California 90010-1578  
pdelorimier@mbglaw.com



## OKLAHOMA Secretary of State Electronic Filing

### Trade Name Report

Document Number 66420750002 Submit Date - 7/11/2024

The undersigned business entity, in order to do business in Oklahoma under a name other than its legal name, hereby submits the following trade name report pursuant to Title 18, Oklahoma Statutes, Section 1140:

The **trade name** under which the business is carried on in Oklahoma is:  
GREAT PLAINS CHRISTIAN SCHOOL

The legal name of the entity doing business under the trade name is:  
JAMES CARAWAY CHRISTIAN ACADEMY, INC.

The type of "business entity" filing the trade name report is:  
Domestic Not For Profit Corporation

The business entity was formed in the state of:  
Oklahoma

Business is carried on under such trade name at the following address(es):  
730 CR 1330  
CHICKASHA, OK 73018 USA

A brief description of the kind of business being transacted under such trade name:  
Christian School

The date on which the trade name is to be effective, if it is to be effective after the filing date:

### CORPORATION ACKNOWLEDGEMENT

I/we, being duly authorized to sign on behalf of the above named corporation, do hereby execute this report this 11th day of July, 2024.

I hereby certify that the information provided on this form is true and correct to the best of my knowledge and by attaching the signature I agree and understand that the typed electronic signature shall have the same legal effect as an original signature and is being accepted as my original signature pursuant to the Oklahoma Uniform Electronic Transactions Act, Title 12A Okla. Statutes Section 15-101, et seq.

Signature:  
TRACY CARAWAY

Title:  
SECRETARY

[End Of Image]



# Great Plains Christian School

## Employee Policy & Procedure Handbook

## *EQUAL OPPORTUNITY EMPLOYMENT*

Great Plains Christian School is an Equal Opportunity Employer. GPCS will not discriminate in hiring, firing, promotion, pay or any other term or condition of employment. We do not discriminate on the basis of race, color, religion, pregnancy, age, sex, marital status, ancestry, national origin, unfavorable military discharge, on the basis of disability. We base employment on the employee's ability to perform essential functions of the job, with or without reasonable accommodation. Any employee who is aware of discriminatory conduct or who has any concern about a possible violation of the policy should immediately report the concern to the Administration.

## *HARASSMENT PROHIBITED*

Civility and respect for each individual's privacy and dignity are required of all employees of the school. Any conduct which is inconsistent with these principles is simply not acceptable and will not be tolerated. More specifically, any form of harassment on the job or related to the job including sexual harassment and also including racial, ethnic, disability, or any other harassment is absolutely prohibited. This may result in severe corrective action, possibly including discharge from employment.

Harassment is broadly defined to include any conduct which is personally demeaning or offensive, and tends to equate a person's worth to their gender, race, religion, age, disability status, and/or any other personal traits, rather than their ability to perform their jobs and contribute to the success of the school and its pursuit of Christian character.

An employee who believes that he or she has been harassed by any supervisor, or coworker, in the workplace, or who has witnessed harassment of another should report it immediately to the superintendent. Whenever possible, the person doing the harassing should be told, politely but firmly, that such conduct is not acceptable.

All complaints of harassment will be promptly and thoroughly investigated. In the case a complaint is found to be justified corrective action appropriate to the circumstances will be taken. All complaints and all information given during an investigation will be treated as confidentially as possible, subject to the need to conduct a full and fair investigation. GPCS will inform those individuals who will be involved in any corrective action. It is standard procedure that the parties involved, if need be, should be sent home without pay. Under no circumstances will any person who in good faith makes a complaint of harassment or assists in an investigation be subject to any form of retribution or retaliation. Any person who makes or participates in such retribution or retaliation, directly or indirectly, will be subject to immediate corrective action or termination.

Addendum to policy March 7, 2016; There will be a zero tolerance for any verbal or physical altercation between any staff member that takes place in the presence of students or parents or faculty.

Immediate termination of employment will be required for verbal or physical altercations on school premises.

## *EMPLOYMENT PRACTICES*

### CONDITIONS OF EMPLOYMENT

Nothing herein shall be construed as an employment contract or a guarantee of employment. Employment with Great Plains Christian School is for an indefinite period of time and is terminable at any time, with or without cause, by the employer of the school. No representative or employee of the school, with the exception of



Julia Miller has any authority to enter into any contract or agreement to the contrary, and then only if such commitment is in a signed written document.

### CONFIDENTIALITY AGREEMENT

All teachers are required to hold all acquired knowledge and trade secrets of the school in confidence. In the event of a breach of this agreement by the employee, the school shall, in addition to recovering monetary damages incurred as a result of the breach by the employee, also be entitled to injunctive relief. **This entity adheres to student/teacher confidentiality and will not share these with anyone outside of the school.**

### TRIAL PERIOD

For the first 90 calendar days of employment, all employees are considered introductory and may be terminated. If an employee takes time off work during the introductory period, the introductory period will be extended by that length of time. **Teachers are expected to only work on school tasks during designated working hours.** Completion of this probationary period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for "cause."

### PERSONAL PROPERTY

The school has determined that personal property should not be kept at school. We have a limited amount of storage space available. Items that are left over from the summer make it hard for workers to examine inventory for purchasing needs each year.

Staff should be advised that any marked or unmarked property left at the school will be assumed to be donated to Great Plains Christian School. Although this seems harsh, it is impossible to tell what school property may truly be, and what may be the personal property of a staff member, especially when curriculum or other items may be similar in nature. This policy keeps Great Plains Christian School from the loss of investment of school funds and other property received from various donors.

To be considered excluded from the aforementioned policy in observance of personal property of staff members, the staff member shall clearly label the material brought into the school, provide a picture of the property to be kept in their personnel file in the office at the time the materials entered the school. All items of personal property must be taken home at the end of each academic calendar year. If it is determined that the personal property is cumbersome, creates a negative stigma, or is detrimental in any way to the functioning and professionalism the school is accountable to portray the items must be removed promptly.

### DRUG FREE WORKPLACE

The school recognizes the problem of substance abuse in society and in the workplace. Substance abuse poses a serious threat to oneself and the student body. We believe that our bodies are the "temple of God", and we should care for it appropriately. Our, "substance abuse policy" seeks to balance our respect for individual privacy with our need to keep a safe, productive, drug-free environment. We encourage those who use drugs or who abuse alcohol to seek help in overcoming their problem.

It is our intent that a teacher be the example for our student body. Any teacher whose faculties are impaired during work hours due to the effects of the use of alcohol or illegal use of a controlled substance (including the abuse of a legal drug) is subject to discipline, even for the first offense.

Employees may be required to undergo a drug or alcohol test if there is evidence that an employee is using or has used alcohol or drugs in violation of the written policy. This evidence must be drawn from specific objective and reasonable inferences drawn from those accounts in light of experience. Examples that might support such are:

- Observations made at work, such as direct observation of alcohol or drug use or the physical symptoms of being impaired to alcohol or drug use.
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work or a significant deterioration in work performance (including absenteeism, chronic lateness, personality change, a decline in work quality or unusual behavior).
- A report, by a reliable and credible source, on alcohol or drug use.
- Evidence that an individual has tampered with any alcohol or drug test during the individual's employment with the current school.
- Evidence that an employee has manufactured, sold, distributed, solicited, possessed, used, or transferred drugs while working, or while on the school's premises or while operating the school's vehicle.
- In conjunction with the investigation of any accidents in the workplace, where the accident results in an injury to a person other than a minor injury requiring only first aid treatment and which did not involve medical treatment.

Drug or alcohol testing will be conducted as required by a federal law or regulation or by law enforcement. The actual costs for testing, other than for a second, confirmatory test if one is requested as provided by law, are paid by Great Plains Christian School. If the drug or alcohol sample collection is conducted at a place other than the worksite, the employee will be provided transportation.

An employee may bring to work and take a prescription drug during work hours only if the drug has been prescribed for the employee by a physician or other authorized prescriber and only if the drug is taken in accordance with the prescriber's directions. All prescription drugs must be kept in the container in which they were received from the pharmacy or other dispenser.

An employee must notify the superintendent whenever he or she is using a prescription or over-the-counter drug which potentially may affect safety or work performance. In making this determination, the employee should rely on the warnings or cautions that are received with a particular lawful drug. Great Plains Christian School does not seek information on all drugs that an individual may be taking, but only those where there is an indication that the drug may affect performance, or there is a caution that one should not engage in certain activities which are part of the employee's job duties while taking the drug. The school reserves the right to take appropriate action (including relieving employees from work) if the use of the drug is impairing or is deemed likely to impair the employee's faculties or work performance.

### PERSONAL CONDUCT

All employees are expected to perform their jobs and behave in a professional, courteous and socially accepted manner. All employees are expected to respect the property and rights of fellow employees.

## CONFLICT OF INTEREST POLICY

The conduct of all employees and their relations and transactions with individuals outside the school and with other people is a matter of vital importance. In every case, an employee is expected to act legally and Biblically in the best interest of the school.

## OUTSIDE EMPLOYMENT

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Great Plains Christian School and has received approval from the superintendent.

It must be understood that the requirements of your employment with Great Plains Christian School, will take precedence over other employment. The requirements include being available for overtime, being well rested, and fit for duty so that work can be done in a safe and efficient manner. The required work hours for employees are from 7:45 a.m. to 3:30 p.m.

## *EMPLOYMENT OF FRIENDS AND RELATIVES*

You are invited to recommend friends and relatives for employment with the school. They will be given full consideration if their qualifications meet the requirements of the available position, and, if, in the superintendent's opinion, their employment does not create a situation that causes potential conflict.

## *WORKING PROCEDURES*

### HOURS AND BREAKS

Operating hours at Great Plains Christian School are 8:00 a.m. to 3:00 p.m. Only authorized personnel are permitted on the work premises at times other than the normal operating hours unless in the accompaniment of an authorized person.

Breaks are to be in accordance with class schedules. All employees are required to notify an adult of their departure from and return to the work premises.

### WAGE GARNISHMENTS

It is the hope that an employee will manage their financial affairs so that the schools will not be obligated to execute any court-ordered wage garnishment against their wages. Garnishment on two or more different debts will be considered cause for disciplinary action.

## *AUTOMOBILE POLICIES*

### REQUIREMENTS TO OPERATE A VEHICLE ON SCHOOL FUNCTIONS

Any employee operating a school vehicle or a personal vehicle as part of his/her job must meet the following requirements:

1. Be at least 21 years of age in order to meet the insurance coverage requirements of the school insurer.
2. Have a current and valid Oklahoma driver's license and must be deemed insurable by the school's insurance carrier. They are further required to notify management immediately if their driver's license is ever suspended or revoked for any reason. Failure to do so may result in termination. **Bus drivers shall obtain a first aid certification, this was board approved for 2017-2018 school year.**
3. Due to liability and insurance issues, anyone driving a school-owned vehicle must agree to the following requirements:
  - A. No personal use of the vehicle is allowed.
  - B. No family member or other's use is allowed.
  - C. No passengers (other than other employees and students at the school) are allowed.

### SAFE DRIVING PRACTICES

It is expected that any employee driving a school vehicle, especially those displaying the school's name, will practice safe driving habits and adhere to all speed limits. Failure to do so may be the cause for dismissal.

### GOOD HOUSEKEEPING

Neatness and good housekeeping are signs of efficiency. You will be expected to keep your place of work in good order at all times. Report anything that needs repairing or replacing to the superintendent.

### SECURITY KEYS

TEACHERS WILL BE GIVEN KEYS TO THE BUILDINGS AT THE DISCRETION OF THE SUPERINTENDENT.

### VISITORS IN THE WORKPLACE

If you have visitors in the building, please have it pre-approved by the superintendent. Although sometimes welcomed, too many changes can interrupt the students; the ability to focus; any change in environment requires an adjustment period. Under no circumstances should visitors be allowed to wander freely throughout the building. Safety is the primary consideration but disruptions to others; work schedules are also a concern.

### PERSONAL APPEARANCE/DRESS CODE

A good personal appearance projects the pride we have in ourselves and in the school. It is important that we project a professional image in all our contacts with the community and those we work with as well as the student body.

Employees are expected to practice personal hygiene and good grooming, presenting a clean and neat appearance. Hair should be clean, combed, and neatly trimmed or arranged. Moustaches and beards should be neatly trimmed. Body piercing should not be visible.

During business hours, employees are expected to dress according to the requirements of their position. Office employees and teachers may wear casual business attire and students must dress appropriately within the dress code.

### CHANGE OF STATUS

When an employee has a name change, address change, phone number change, marital status change or a change in the number of dependents, it is that employee's legal responsibility to notify the school.

### SAFETY AND EMPLOYEE WELFARE

#### COMMON SENSE SAFETY RULES

- Report anything that needs repair or is a safety hazard.
- Don't overload electrical outlets.
- Use caution with contact sports.
- Report to administration if you or a student becomes ill or injured. Fill out an accident report at the first available opportunity, include witnesses.
- Keep the file and desk drawers closed.

Do not allow students to engage in horseplay or practical jokes.

#### AUTOMOBILE ACCIDENTS

In the event of an accident involving a school owned vehicle, notify the police and the superintendent. Failure to report any accident to the administrator will result in serious action and/or possible termination of employment.

#### WEAPON-FREE WORKPLACE POLICY ( Amended 2015).

#### WEAPON TRAINED WORKPLACE

Employees and volunteers of GPCS are allowed to carry weapons for the protection of self and student body. The superintendent must be made aware of weapons brought into the school. Any employee or volunteer must have a concealed carry certificate and a state permit in order to have them on school premises. All employees and volunteers must have registration paperwork on file with the school office.

### ABSENCES

#### DOCKING FOR TARDINESS AND ABSENCES

Repeated tardiness on the part of an employee will be brought to the attention of the superintendent. If the pattern of tardiness continues, the employee will be subject to further disciplinary action and possible dismissal.

#### EXCESSIVE ABSENCES

Excessive absences are considered a performance issue. An employee is docked pay for those absentee hours.

## FAMILY AND MEDICAL LEAVE ACT

Pursuant to the Family and Medical Leave Act of 1993, eligible employees may take a leave of absence:

- (1) Because of the birth of a child or the placement of a child with the employee for adoption or foster care.
- (2) To care for a spouse, child or parent with a serious health condition.
- (3) When the employee is unable to work due to his or her own serious health condition. Such a leave is referred to in this policy as "FMLA leave."

## NON-FMLA LEAVE OF ABSENCE

Leaves of absence for reasons other than those covered by the FMLA policy will be permitted for a period of six weeks only at the discretion of the superintendent. Failure to return to work immediately at the end of the approved leave, or earlier if notified to do so, shall be considered a resignation from employment.

## RETURN TO WORK

When an employee wishes to return to work after an absence due to illness or injury they may do so if they are capable of performing all the essential job functions of their position with or without reasonable accommodation. If their doctor requests "light duty", the superintendent will only grant that request if a lighter duty position is open for which that individual is qualified. A position will not be created.

## LEAVE OF ABSENCE- MILITARY SERVICE

Employees who serve in the U. S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation and retain all of their legal rights for continued employment under existing laws. All employees must report leave of absence for military service to the superintendent for proper leave of absence.

## TIME OFF FOR FUNERALS

After an employee has been employed at Great Plains Christian School for 90 days, he or she will be entitled to take up to the following days off with pay to attend the funeral and take care of personal matters related to the death of a member of his or her family:

Three (3) days off (21) hours	One (1) day off (8) hours
Legal Guardian	Grandparents
Spouse	Parents-in-law
Parent	Brother-in-law
Child	Sister-in-law
Brother	
Sister	
Stepparent	

Time off for a relationship other than those listed above must be approved by the superintendent.

### TIME OFF TO VOTE

If it should be necessary, you may take time off to vote in an election and be paid for such time. It is preferred that voting by staff should take place after school hours.

### TIME OFF FOR JURY SERVICE

Great Plains Christian School will reimburse an employee for the difference between his jury pay and the amount they would have earned at regular time. We will provide jury duty leave time as required by law. On any day(s) or half-days you are not required to serve, you will be expected to return back to work. The superintendent may require documentation of your jury service and compensation.

All teachers must report time off for jury duty to the superintendent.

### EMERGENCY CLOSING

In the event that inclement weather, power failure, fire or similar circumstance causes the school to officially close the work areas, employees will receive their regular pay for the day or days taken off, up to a maximum of five days. Every effort will be made to provide employees with advance notice in the event the school is closed. Only the superintendent may announce official closings.

### WORKERS' COMPENSATION

An employee must report any job-related injury to the superintendent after the occurrence of the injury. This written notice must include the time, place and nature of the accident or injury and will either approve or disapprove the claim.

In most cases, the school will ask you to be examined by a doctor or doctors of the school's choice and at the school's expense. The school and its insurance carrier are not obligated to pay for treatment or examination if the employee seeks or selects on his own, without the administration's knowledge and approval.

*Note: In the event of an injury that involves a staff member, which requires medical attention and occurs during school hours or functions, the school administrator is the proper transport person, unless ambulatory service is required.*

## [EMPLOYEE COMMUNICATIONS](#)

### IDEAS AND SUGGESTIONS

We have no formal suggestion system but are always interested in ideas for improving operations and procedures. Submit your suggestions in a sealed envelope for the attention of Julia Miller.

### PERSONNEL ADMINISTRATION

The task of handling personnel records and related matters is the responsibility of the superintendent. Questions regarding insurance, wages, withholding and interpretation of policy may be directed to authorized personnel.

## COMPLAINTS AND GRIEVANCES

Talking things over with the person you have a quarrel with usually helps. When you have a complaint, grievance or other problem, the other party involved is the one you should talk to. If this does not settle the matter, you are entitled to discuss the matter with the superintendent. At no time shall any employee take corrective action in front of students or parents. In the event that this unfortunate event takes place it will result in all parties involved being sent home without pay. The parties will be allowed to regain their status at the discretion of the superintendent.

Please bear in mind that complaints and grievances can only be effectively acted upon when they are based on facts-not speculation or hear-say. This becomes especially important if your allegations are directed toward a fellow employee. The school will ask you to provide substantiation for certain grievances and allegations.

## *POLICY VIOLATIONS*

Employees are obviously expected to abide by the policies and procedures in this handbook. Failure to do so will be considered cause for reprimand and, when appropriate, suspension or possible dismissal.

**While Great Plains Christian School believes wholeheartedly in the plans, policies, and procedures described herein, it is committed to reviewing them continually, and reserves the right to change, to terminate or to deviate from them at any time. Nothing in this program is intended, nor should it be construed, as requiring "cause" for termination or otherwise altering the at-will nature of the employment relationship.**

## *GREAT PLAINS CHRISTIAN SCHOOL*

### EMPLOYEE POLICY AND PROCEDURE MANUAL ACKNOWLEDGEMENT FOR & DISCLAIMER

This is to acknowledge that I have received a copy of the Employee Policy and Procedure Handbook, I understand that it outlines my privileges and obligations as an employee of Great Plain Christian School.

I understand that this Employee Policy and Procedure Handbook is presented for informational purposes only and can be changed at any time by Great Plains Christian School, with or without notice. **THIS EMPLOYEE POLICY AND PROCEDURE MANUAL IS NOT AN EMPLOYMENT CONTRACT, EXPRESSED OR IMPLIED. GREAT PLAINS CHRISTIAN SCHOOL EMPLOYEES ARE EMPLOYEES AT WILL AND EITHER THE EMPLOYEE OR THE SCHOOL CAN TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME.** No representative of Great Plains Christian School, with the exception of Julia Miller, Superintendent, has the authority to enter into an agreement with an employee that is contrary to the foregoing, and then only if such commitment is in the form of a signed written document.

I understand that it will be necessary at times for the school to make deductions from my paycheck in fulfillment of my responsibilities as outlined in the policies and procedures contained herein. I hereby authorize those deductions with the expressed provision they be made only with my prior notification and understanding.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date





# Great Plains Christian School

2024-2025 SY

## ENROLLMENT PACKET

### APPLICATION FOR ENROLLMENT FORM

Parent(s) Name: \_\_\_\_\_

Complete Home Address: \_\_\_\_\_

Church (IF APPLICABLE) \_\_\_\_\_ Pastor \_\_\_\_\_

Name of parent \_\_\_\_\_ work phone \_\_\_\_\_

Name of parent \_\_\_\_\_ work phone \_\_\_\_\_

Name of parent \_\_\_\_\_ cell phone \_\_\_\_\_

Name of parent \_\_\_\_\_ cell phone \_\_\_\_\_

Preferred E-mail \_\_\_\_\_

Names of children to be enrolled or re-enrolled:

<u>Name</u>	<u>Date of Birth</u>	<u>Age</u>	<u>Last Grade Completed</u>	<u>Grade Entering</u>

We will abide by the school policies. We understand that we are giving our children the environment we feel is conducive to a greater learning experience and feel our child will contribute to the greater good of the school by not being a hindrance to the school's Christian goals.

\_\_\_\_\_  
*Father's Signature*

\_\_\_\_\_  
*Mother's Signature*

\_\_\_\_\_  
*Date*

## **Parent Orientation**

There will be a required orientation for parents of first-time students at the beginning of each school year. As parents, you are a vital part of this ministry, and we want to work together in the education of your child.

## **School Days and Hours**

Monday – Friday

8:00 am-3:00 pm

Parents may drop off their children at 7:50 a.m. School begins at 8:00 am. It is imperative that each student be at school and in their designated morning meeting area at that time. Any student not here by 8:30 am will be counted as tardy. School ends each day at 3:00 pm. If for any reason parents are unable to pick up their child by 2:30 pm or if they wish to authorize another individual to pick up their child PARENTS NEED TO CALL THE SCHOOL before 2:30 pm. We expect punctuality to this schedule. GPCS currently does not have a before or after school program.

## **Lunch**

Students will need to bring their lunches daily. Students are permitted to bring an afternoon snack. Microwaves are provided for heating meals. There is also a refrigerator for students to store items that need to be cooled.

## **Rise and Shine**

All students will assemble each morning in the gym for Rise and Shine. This is a special time that we set aside to focus our attention on God. Students will recite the pledges, scripture, and word of the week. We will also have a time of worship, share a devotion, and pray together.

## **Bible Classes**

Students will participate in bible classes every day in their classroom. Every Wednesday we will have a chapel service upstairs. Approved special speakers will be invited to speak at the chapel services. There will also be a time of worship during chapel every week. Students will be given an opportunity to receive Christ as their Lord.

## **Discipline**

We lovingly work with all our students to build Christian character. We love the students and therefore cannot allow them to continue foolish behavior (that which destroys property or is destructive or disrespectful to another student or staff). Teachers positively motivate students to do their best in their class work, in respecting staff, in respecting other students, and in respecting school and individual property. Teachers will work with students to continually build character. The teacher may deem it

necessary at times to discipline the students in a variety of ways which may include time out (from recess or another activity), giving the student sentences to write, parent phone call etc. The discipline approach will depend on the student, the pattern of behavior, the severity of the situation, and other relevant factors. Disobedience, disrespect, and dishonesty will not be tolerated.

If the student is unwilling to change the negative behavior the student will be sent to the office to speak with administration. If the student does not willingly turn the situation around the parents will be called and the student may receive more severe discipline, may be dismissed for the rest of the day, or may be suspended from school for an appropriate amount of time as deemed by the administration. If the student still does not change the negative behavior s/he could be expelled from the school. We believe discipline is part of love. "God disciplines those he loves." Heb 12:6

GPCS will work closely with parents to resolve any discipline issues. If a discipline issue arises, parents may be asked to watch videos and discuss what they viewed with one of our counselors. We know that when good consistent wisdom is applied, the child will grow up happier and better equipped for adult life. A child's best hope for coming under God's authority is to learn to submit to parents first, then to other authorities, like teachers and pastors.

I \_\_\_\_\_, have read, understand, and agree to follow the above school criteria for my child, \_\_\_\_\_.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Our curriculum is Bible-based. Our discipline should follow suit.

*Proverbs 17:21, Proverbs 17:25, Proverbs 19:13, Proverbs 10:1, Proverbs 22:15, Proverbs 29:15, Proverbs 20:30, Proverbs 19:18, Proverbs 23:13, Ephesians 6:4, Proverbs 13:24.*

## **Extra-Curricular Activities Consent Form**

I hereby give my consent for the student below to represent his/her school in extra-curricular activities. I also give my consent for him/her to accompany the school to other schools and activities. I also give consent and authorize the school or its representative to obtain, through a physician of its choice, such medical attention as is reasonable and necessary for the welfare of the student, if he/she is injured or ill during school activities.

Name of Student: \_\_\_\_\_

Address: \_\_\_\_\_

**List of any medication's student is allergic to:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

*Signature of Parent/Guardian:* \_\_\_\_\_

*Date:* \_\_\_\_\_

This form must be completed and on file before any student will be allowed to participate in school activities. It is essential that the parent permission slip be notarized for most hospitals or physicians to treat a student.

## **Educational Agreement**

I understand that the educational program is an integral part of the ministry that I am expected to support. I hereby commit to assume scriptural responsibility to financially support the school's educational ministry. I understand that my child is expected to take part in school activities, including sports when available and sponsored trips away from the school facility, and I absolve the school from any liability to me or my child because of any injury to my child at supervised school activities. I agree to uphold and support the high academic standard of the educational ministry by providing a place at home for my child to study and by encouraging my child in the completion of any homework and assignments. I agree to uphold the objectives, policies, and procedures set forth by the school as long as my child attends Great Plains Christian School. A handbook is available at your request and is in the office for you to read. I acknowledge my responsibility to pay a timely tuition due by the first day of the academic year. I accept responsibility for the growth and development of my child, including his or her education. As a parent, I acknowledge that God holds me accountable, over-all others to train up my child in the ways of God. I intentionally choose to join GPCS to provide the best possible opportunity for my child to learn and grow academically and spiritually.

Educational costs can be paid in full by September 1st of the academic year, or in twelve monthly payments. I realize that all payments are non-refundable except in the case of military transfer with orders or job transfer with thirty days' notice. Great Plains Christian School recognizes that it cannot meet the educational needs of all children. It is a school offering a quality Christian education, but it is not designed to be a correctional institution for problems arising beyond those usually encountered in average school children. This school is not equipped to meet the need of delinquent and/or emotionally disturbed children. Some children do not adjust to a disciplined academic environment and are not willing to work with the policies and decisions of staff and administration. In such cases, the school reserves the right to have full discretion in the discipline, with corporal discipline used if considered appropriate, to place such students on suspension for a reasonable corrective period, and to expel any student who does not cooperate with the total educational process. I recognize that GPCS has a highly qualified, trained staff and have confidence in their abilities. I understand that the building of strong relationships with school authorities aids in the training of my child and is as much my responsibility as it is the schools. I will follow through with any work, assignments, and slips to be signed, and see that the children reach school on time. I will cooperate in training my child to respect school property and pay for the irregular abuse of the same. I will, whenever possible, attend all parent functions. I realize that attending Great Plains Christian School is a privilege and not a right. It is my intention to abide by the decisions of and support the discipline of the administration.

*This form must be signed and returned before admission can be completed.*

---

*Father's Signature*

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*Mother's Signature*

*Date:* \_\_\_\_\_

## **Standard of Conduct**

Your student's attitudes, conversations and behavior reflect the character of the institution (home or school) from which he or she derives his or her training. Our school attempts to secure students who will respond to the rigor of a highly disciplined training program that must set high standards.

### **General Policy**

As a parent, I pledge to work with my child to uphold the expected standard of developing academic excellence and Christian character. I will encourage my child to act in a very orderly and respectful manner. I will help my child to maintain Christian standards in respect, obedience, honesty, and morality. I will help my child to strive to be of unquestionable character in modesty, conduct, and other areas of life.

My child and I will abide by the above standards of conduct and other regulations expected of each student and family enrolled in this Christian school while he/she is attending this school, and will not give the impression to students, parents, or staff that he/she is not in harmony with the goals, aims, and standards of the Christian school.

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*Father's Signature*

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*Mother's Signature*

*Date:* \_\_\_\_\_

## **Statement of Responsibility**

I \_\_\_\_\_, legal guardian or parent of \_\_\_\_\_, recognize the importance of and the responsibility of the development of Christian value systems and habits of appropriate behaviors in the children of our family and the members of our school. I further recognize the destructive nature and the detrimental impact of drugs, gangs, and criminal behaviors.

While it is the responsibility of the parents in the home to teach sound value systems and behaviors, we enroll our minor children in private Christian school for the following reasons:

1. To ensure my child receives a quality education and a strong foundation of faith.
2. To assure my child hears and learns the truths in the word of God.
3. To help my child understand their God given purpose and identity.
4. To expose my child to biblical core-values that develops Christ-like character.

I request that the school assist in monitoring the associates and behaviors of those minor children and young adults that I enroll in GPCS and assure that they are kept in a safe, drug-free environment. Should situations arise that require investigation for the protection of my children and other students at the school, the school shall have the cooperation of me and my children and may do that which is in the best interest of the student body.

Compliance with the behaviors, rules and regulations stated in the school enrollment contract and student handbook is a condition of class and school function attendance.

I understand that my child may not use his/her cell phone for any reason except a true emergency while at school including recess time.

I understand that this school has a zero tolerance in the use or abuse of all drugs, legal or illegal, and the consumption thereof by any student enrolled. Therefore, if deemed necessary, a drug test may be required before enrollment.

Signature of parent or guardian:

\_\_\_\_\_ Date \_\_\_\_\_



## **Transfer of Records Request Form**

### **Attention Records Department**

*School Name*

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*Address*

---

*City, State and Zip*

---

Transcript Request:

To Whom It May Concern:

The following student is applying for acceptance at Great Plains Christian School

<i>Student Name</i>	<i>Date of Birth</i>	<i>Social Security Number</i>
<hr/>	<hr/>	<hr/>

This is to request an official copy of the above-named student's academic transcript including attendance, standardized test scores, and evaluation of grading system.

**\*ALL SPECIAL ED RECORDS IEP, MEEG, & TESTING**

Please forward all requested items to the following address:

Great Plains Christian School  
ATTN: Enrollment Office  
730 CR 1330  
Chickasha, OK 73018

E-mail: [greatplainschrstianschool@outlook.com](mailto:greatplainschrstianschool@outlook.com)

Spec. Ed. Superintendent: Julia Miller

Print Name \_\_\_\_\_ Date \_\_\_\_\_

*Parent/Guardian or Student (if 18 yrs. or older)*

Signature \_\_\_\_\_

## **Authorization to Dispense Medication**

This form is for any student given regular doctor prescribed medication.

Students Name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher(s) \_\_\_\_\_

Name of medication \_\_\_\_\_

Date(s) to be given \_\_\_\_\_

Time(s) to be given \_\_\_\_\_

Dosage \_\_\_\_\_

Possible adverse reactions \_\_\_\_\_

Signature of parent or guardian \_\_\_\_\_

Contact phone numbers of parents \_\_\_\_\_

Physician's signature \_\_\_\_\_

(For medications given for more than one week)

Parent signature on the authorization form releases GPCS of any responsibility for the benefits or consequences of any medications dispensed. GPCS bears no responsibility for ensuring that medications are taken at the requested and/or proper times.

### NOTE

If a student needs occasional prescription medication or headache medication, please send a parent signed note with the medication and dosage needed. Whenever possible, medication administration should be scheduled when the child is at home.

## **Permission Form**

The following student \_\_\_\_\_ has permission to leave the school with; I give the following people permission to pick up my child. I will let you know in advance. The following people understand they will be required to present photo identification each time they pick up my child or children.

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_
2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Signature of parent or guardian:

\_\_\_\_\_ Date \_\_\_\_\_

## **Performance Release**

I, \_\_\_\_\_, have read the following release and I understand and agree to the following: 1. I permit recordings of my child's voice and likeness to be made in connection with media projects produced by Great Plains Christian School. 2. I authorize Great Plains Christian School, the proprietor(s) of these projects, in perpetuity, to process, store, reproduce, distribute, and display recordings of my child's voice and likeness made in connection with methods and technologies they may choose. 3. I waive, in perpetuity, the right to all compensation for these recordings, other than such rights as may be set forth in other written agreements between myself and the proprietor(s) of these projects.

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

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

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Date

## **Photo Release**

I, \_\_\_\_\_ grant permission to Great Plains Christian School to use photographs taken of my child in publications, news releases, online, and other communications related to the mission of Great Plains Christian School.

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

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

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Date

## **Emergency and Medical Contact**

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

1<sup>st</sup> Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

2<sup>nd</sup> Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

3<sup>rd</sup> Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

### **Medical Information:**

Primary Care Physician: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Insurance Provider: \_\_\_\_\_

**Allergic Information:** e.g. (nuts, dairy, soy, etc.) Also: i.e. (prescription or over counter medications)

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### **Medications Prescribed:**

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Please meet with the Office Manager to complete this page.

## **Financial Agreement**

This agreement is intended to avoid any misunderstandings between Great Plains Christian School and you, the responsible party. We want your experience to be a pleasant one.

The undersigned agrees to place, \_\_\_\_\_ in Great Plains Christian School for the School Year 2024-2025.

The provision fees are for a monthly service. No refunds will be issued if the child withdrawals prematurely from GPCS. School records will not be transferred until all accounts are paid in full.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Administrator's Signature

## **Enrollment Forms Checklist**

- Enrollment Packet (pg. 1-14)
  - Extra-curricular Activities consent form (pg. 4)
  - Educational Agreement (pg. 5)
  - Standard of Conduct (pg. 6)
  - Statement of Responsibility (pg. 7)
  - Transfer of Records Request Form (pg. 8)
  - Authorization to Dispense Medication (pg. 9)
  - Permission Form (pg. 10)
  - Performance Release (pg. 11)
  - Photo Release (pg. 11)
  - Emergency and Medical Contact (pg. 12)
  - Financial Agreement (pg. 13)
  
- Birth Certificate
  
- Shot Records or Exemption Form
  
- Insurance card
  
- Liability form
  
- Survey





# Great Plains Christian School

## 2024 - 2025 Calendar

August '24						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September '24						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '24						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '24						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '24						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January '25						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February '25						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March '25						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April '25						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May '25						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June '25						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July '25						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



School Closed/ Holidays



Professional Days/No School



Snow Days/No School



First and Last Day of School



Parent Teacher Conferences



Great Plains Christian School

730 County Road 1330

Chickasha, Oklahoma 73018

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TEACHER CONTRACT

(LIMITED TERM CONTRACT)

**INTRODUCTION**

Great Plains Christian School offers you employment as a full-time staff member of the school. Your employment will be **subject** to the rules and regulations of the school and principles governing our Christian faith. The terms of your employment are set forth in this agreement but are not inclusive of all the terms of said employment.

**I. PARTIES TO THE CONTRACT**

Great Plains Christian School, also known as GPCS, is a Bible-based, Christ-centered ministry. The School Board has entrusted and given full authority to the school Superintendent to oversee the day-to-day operation of the school, which includes the hiring and dismissal of teaching and administrative staff. Great Plains Christian School at all times herein is the employer.

The employee is the signatory of this agreement. For purpose of this agreement \_\_\_\_\_ is an employee of Great Plains Christian School. As an employee, you will be subjecting yourself to the terms of this agreement to maintain employment with the school for the duration of this contract designated below.

**II. MODIFICATION OF PRIOR EMPLOYMENT CONTRACTS  
OR ARRANGEMENTS**

This contract modifies any and all prior employment contracts or arrangements. All terms of employment stated herein will be terms of employment.

**III. DURATION OF THIS AGREEMENT**

This contract will be in full force and effect for the period of the school year commencing from the date the contract is executed by the parties designated above. The exact date of termination of the contract is the last date of the \_\_\_\_\_ school year.

#### IV. NO ASSURANCES OF CONTINUAL EMPLOYMENT

Great Plains Christian School makes no representation nor provides any assurances of continual employment throughout the term of your employment with the school. It is understood that continued employment for the contract term is contingent upon financial resources and number of students enrolled.

Great Plains Christian School makes **no assurances** that it will extend employment beyond the duration of this agreement as designated in Paragraph III. GPCS reserves all rights to determine at its own discretion whether it will or will not extend employment for any subsequent term.

Employment Status: The school maintains an "at will" policy pursuant to the laws of the State of Oklahoma and as such may terminate this agreement **without cause**. No school shall be construed to alter the "at will" status of any employment.

#### V. NONDISCRIMINATORY EMPLOYMENT

Great Plains Christian School does not discriminate in employment or application of personnel policies based on race, ancestry, color, national origin, physical handicap, gender, or age.

#### VI NONDISCRIMINATORY STUDENT POLICY

Great Plains Christian School also maintains a nondiscriminatory policy with respect to the admission of students to the school. The school does not discriminate against admitting students on the basis of race, ancestry, color, creed, or national origin. GPCS may decline admission and shall not be accountable for such actions. It is not recommended that a student be enrolled against their will. **GPCS Reserves the Right to Refuse Enrollment to any Student Without Cause.** If accepted into the school, there will be an adjustment period given. If at the end of that time, the student is deemed problematic, the school can without any other stated reason permanently dismiss that student. The school will not discriminate in the administration and implementation of its educational policies, scholastic activities, and extracurricular activities. Employees are required to adhere strictly to these policies.

#### VII STATEMENT OF FAITH

The employee shall abide by Christian principles and unquestionable devotion to the teachings of our Lord Jesus Christ. At all times, the employee shall manifest both by precept and example the highest Christian standards and personal decorum in every way possible for His glory.

## VIII EMPLOYMENT RULES AND GUIDELINES

Employees of Great Plains Christian School agree to adhere to and abide by the rules and guidelines stated below:

- a) The employee hereby agrees to perform faithfully all duties assigned and directed to the satisfaction of the Superintendent and/or School Board.
- b) Employees shall attend faculty meetings and parent-teacher meetings unless excused by the Superintendent.
- c) Employees shall exercise diligence in the preservation of the school grounds and school property.
- d) All Teachers, and administrative staff are employees that can be dismissed without cause by the school's Superintendent. If an employee engages in conduct that the Superintendent determines is in violation of this agreement or poses a danger to the health or welfare of the students or school, the Superintendent will have the authority to immediately suspend the employee without compensation for up to seven working days. The Superintendent and/or School Board can immediately terminate an employee.
- e) Employees shall not engage in any conduct which may tend to bring discredit upon the school.
- f) Employees shall not engage in any unlawful distribution, possession, or use of controlled substances either on or off school premises. Strict adherence to this policy is a condition of employment.
- g) In the interest of maintaining a healthy and safe school and office environment for the employees and students at the school, smoking or use of any tobacco products or drinking alcoholic beverages on school property is prohibited at all times and at all school ministries and functions.
- h) Great Plains Christian School shall always maintain that the persons have a right to live and work in environments free from any type of discrimination, including freedom from sexual harassment and sexual coercion. The school prohibits sexual harassment by its employees in any form. Any employee engaging in sexual harassment of other employees or students will face immediate disciplinary action up to and including termination and will be reported to the appropriate law enforcement agency. The school shall and will always maintain a zero-tolerance policy with respect to sexual discrimination, harassment, or coercion.

Sexually harassing actions include repeated offensive sexual advances, propositions, or flirtations; continued or repeated verbal abuse of a sexual nature; graphic or verbal commentaries about a person's body; and the display in the workplace of

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sexually suggestive objects or pictures. There are other subtle ways a person can be harassed.

These policies govern interactions between employees and students. Any act found to be in violation of the terms stated above or act perceived to be inappropriate involving a student or group of students shall be grounds for immediate suspension, or termination.

All complaints regarding sexual discrimination or harassment between employees and students shall be immediately reported to the Superintendent.

No person shall be subjected to retaliatory action for reporting or complaining of sexual harassment or for cooperating in the investigation of a complaint. All employees are encouraged to report any inappropriate behavior. Any employee who witnessed and failed to report the incident or facilitated another's engaging in questionable behavior may also be subject to disciplinary measures.

- i) This contract may be terminated by either party with a ten-day written notice of signing said contract.

## **IX        COMPENSATION**

- a) Salaries will be based on an hourly wage set by the Superintendent and/or School Board.
- b) Salaries shall be paid bi-weekly. Hours worked will be calculated from Monday - Friday. No salary advances will be granted.
- c) Any discrepancies in payroll checks should be called to the attention of the school secretary or Superintendent for immediate rectification.
- d) Employees paid at an hourly rate shall be paid according to the hours actually worked by the employee. Any overtime compensation shall be paid according to state and federal overtime laws. No employee paid at an hourly rate shall be paid in excess of the amount prescribed by law nor will special arrangements be made that depart from these laws.
- e) Employees will receive vacation pay for school holidays. These employees will not have additional paid vacation days besides school holidays.

## **X            SICK LEAVE**

- a) All employees shall be allowed sick leave with pay to be used when compelled to be absent from work due to illness or injury other than job-related injuries or illnesses. Sick leave may only be used for illnesses, sickness or injuries requiring absence from work. It may not be used as a substitution for vacation time.

- b) Every employee will have a maximum of two paid days throughout the duration of the contract. If an employee has or expects to have more than three consecutive sick days, the employee must notify the Superintendent that he/she will be out due to illness or injury and should return to work on a specified day. The employee must provide the Superintendent with a physician's note when the employee returns to work.

**XI        LATE ARRIVALS**

Every employee is expected to arrive on time and promptly tend to their respective duties and responsibilities. Permission to arrive late or leave early will only be given by the Superintendent. An employee will only have three excused tardies for the entire term of employment. Permission must be obtained prior to the date the employee expects to arrive late. An employee will be given a mandatory written warning should the employee exceed the number of permissible unexcused absences. Employees will be subject to discipline or dismissal should the employee continue to arrive late thereafter.

**XII        BEREAVEMENT LEAVE**

Full-time, permanent employees may be granted up to three days bereavement leave in the event of the death of a spouse or relative by blood or marriage within the second degree: ( i.e., husband, wife, parent, grandparent, brother, sister, child, or grandchild) upon approval by the Superintendent.

**ACKNOWLEDGMENTS**

The parties signing this contract state that they have fully read this contract and understand the terms contained herein and will abide by the terms for the duration of the contract.

\_\_\_\_\_

Great Plains Christian School Employee

\_\_\_\_\_

Great Plains Christian School Superintendent

\_\_\_\_\_

Great Plains Christian School Board Chairman

\_\_\_\_\_

Date Contract Signed

\_\_\_\_\_





# GREAT PLAINS CHRISTIAN SCHOOL

## **Application for Prospective Employment**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Social Security No. \_\_\_\_\_

Driver's License No. \_\_\_\_\_

Date Available \_\_\_\_\_ Position Applied for: \_\_\_\_\_

### **PERSONAL DATA**

Birth Place \_\_\_\_\_ Date of Birth \_\_\_\_\_

Marital Status: Single \_\_\_\_\_ Married \_\_\_\_\_ Divorced \_\_\_\_\_

Spouses Name \_\_\_\_\_ Spouses Occupation \_\_\_\_\_

Spouses Work No. \_\_\_\_\_

Emergency No. \_\_\_\_\_ Number of Children: \_\_\_\_\_ Ages: \_\_\_\_\_

Are you a citizen of the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, are you authorized to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a crime of any nature whatsoever? (Although such does not automatically disqualify you from consideration). Yes \_\_\_\_ No \_\_\_\_

If yes, state charge, date of conviction, name and location of court and sentence details. \_\_\_\_\_

Would you object to Great Plains Christian School conducting a background check on you?

\_\_\_\_\_ Initial \_\_\_\_\_

Would you object to Great Plains Christian School conducting a driving record check on you?

\_\_\_\_\_ Initial \_\_\_\_\_

Special talents and abilities: (music, journalism, art, etc.)

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For what type of work are you applying? \_\_\_\_\_

## **EDUCATION**

**High School:** \_\_\_\_\_ **Address:** \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes No Did you get a diploma? Yes No

**College:** \_\_\_\_\_ **Address:** \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes No Degree: \_\_\_\_\_

**Other:** \_\_\_\_\_ **Address:** \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes No Degree: \_\_\_\_\_

Please list any certifications and endorsements you hold, states certified in, and validation dates (if applicable).

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**Please attach copies of the following Educational Records (if applying for a teaching or administrative position)**

- College Transcripts (official copies will be required upon employment)
- Copy of Teaching Certificate
- Copy or other applicable certifications
- Copy of Diploma (s)

## **PREVIOUS EMPLOYMENT**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Responsibilities:

\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact your previous employer for reference?    Yes    No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Responsibilities:

\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact your previous employer for reference?    Yes    No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Responsibilities:

\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact your previous employer for reference?    Yes    No

Total years of experience in teaching \_\_\_\_\_

Other experience working with children:

\_\_\_\_\_

### **MILITARY and FIRST RESPONDER SERVICE**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### **CIVIC AND ORGANIZATIONAL ACTIVITIES**

Please list all civic, social, political and professional clubs or organizations to which you belong.

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### **REFERENCES**

*Please list references that can speak of your spiritual and professional character.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## **SPIRITUAL BACKGROUND**

Great Plains Christian School is a ministry not affiliated with any local church. Teachers in our school should be born again Christians. Teachers should consider their work to be part of supporting and fulfilling the ministry and purpose of teaching children that Jesus Christ is the Son of God, and that Christ arose from the dead by the power of God according to the scriptures. This school is part of God's plan to spread the gospel of the Lord Jesus Christ, using the avenue of Christian Education.

We believe a staff member of a Christian school has responsibility of Christian influence and example. Will you conduct yourself so that your life is a positive Christian testimony? Yes No

Are you a Christian? Yes No When did you become a Christian? \_\_\_\_\_

Are you a member of a church? Yes No

What church are you currently attending? \_\_\_\_\_

How long have you attended this church? \_\_\_\_\_

Pastor's Name: \_\_\_\_\_

How often do you attend church? \_\_\_\_\_

Are you active in your church? Yes No In what capacity? \_\_\_\_\_

What other Christian services have you done since becoming a Christian?

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Describe your routine of prayer and Bible study.

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**On a separate piece of paper, please attach your Christian testimony including experiences that would be valuable to a position here. If you are applying for an administrative or teaching position, also include a brief statement of your Philosophy of Christian Education.**

**Please check the statements below to say that you agree. Exceptions or disagreements should be explained on a separate sheet of paper.**

\_\_\_\_\_ *I believe and teach that the Bible, both the Old and New Testaments, is the inspired, the only infallible, authoritative, inerrant Word of God  
(2 Timothy 3: 15; 2 Peter 1:21).*

\_\_\_\_\_ *I believe and teach that there is one God, eternally existent in three persons; Father, Son, and Holy Spirit, who created man by a direct immediate act.  
(Genesis 1:1, 26, 27; Matthew 28:29; John 10:30).*

\_\_\_\_\_ *I believe and teach the deity of the Lord Jesus Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).*

\_\_\_\_\_ *I believe and teach the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace through faith alone we are saved.  
(John 3:16-19; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).*

\_\_\_\_\_ *I believe and teach the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.  
(John 5:28-29).*

\_\_\_\_\_ *I believe and teach the spiritual unity of believers in our Lord Jesus Christ  
(Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).*

\_\_\_\_\_ *I believe and teach the present ministry of the Holy Spirit by whose indwelling and infilling the Christian is enabled to live a godly life and witness to the saving grace of Christ.  
(Acts 1:8; Romans 8:13-14; 1 Corinthians 3:16; 6; 19-20; Ephesians 4:30; 5:18; Titus 2:11-14).*

### **STANDARD OF CONDUCT**

Members of Great Plains Christian School faculty and staff are expected to maintain an exemplary lifestyle and abide by certain separation standards established by the

school. Faculty members are expected to present the finest Christian testimony in their dress, association, and business transactions.

I affirm my agreement to the "Standard of Conduct" of Great Plains Christian School. I will uphold these standards. I realize my position is terminable at will for any reason. I realize failure to uphold these standards may be one of the grounds used by administration to terminate my employment at Great Plains Christian School.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **APPLICANTS CERTIFICATION AND AGREEMENT**

I understand that Great Plains Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that the discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize Great Plains Christian School to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release Great Plains Christian School, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to Great Plains Christian School.

Since I will be working with children, I understand that I may need to submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as is necessary for such an investigation. I authorize Great Plains Christian School to conduct a criminal records check.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I have been given a copy of the school alcohol and drug testing policy and agreement to abide by and consent to its terms.

I certify that I have carefully read and do understand the above statements.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## **ITEMS TO ATTACH TO YOUR COMPLETED APPLICATION**

- Your Statement of Christian Testimony
- Your current resume
- Your Statement of your Philosophy of Christian Education
- Copies of current transcripts, certifications, and degrees (teacher and admin applicants only).
- Copy of teacher certification(s) (teacher applicants only)
- Copies of any other applicable certifications

### **Please Return Completed Applications To:**

Great Plains Christian School

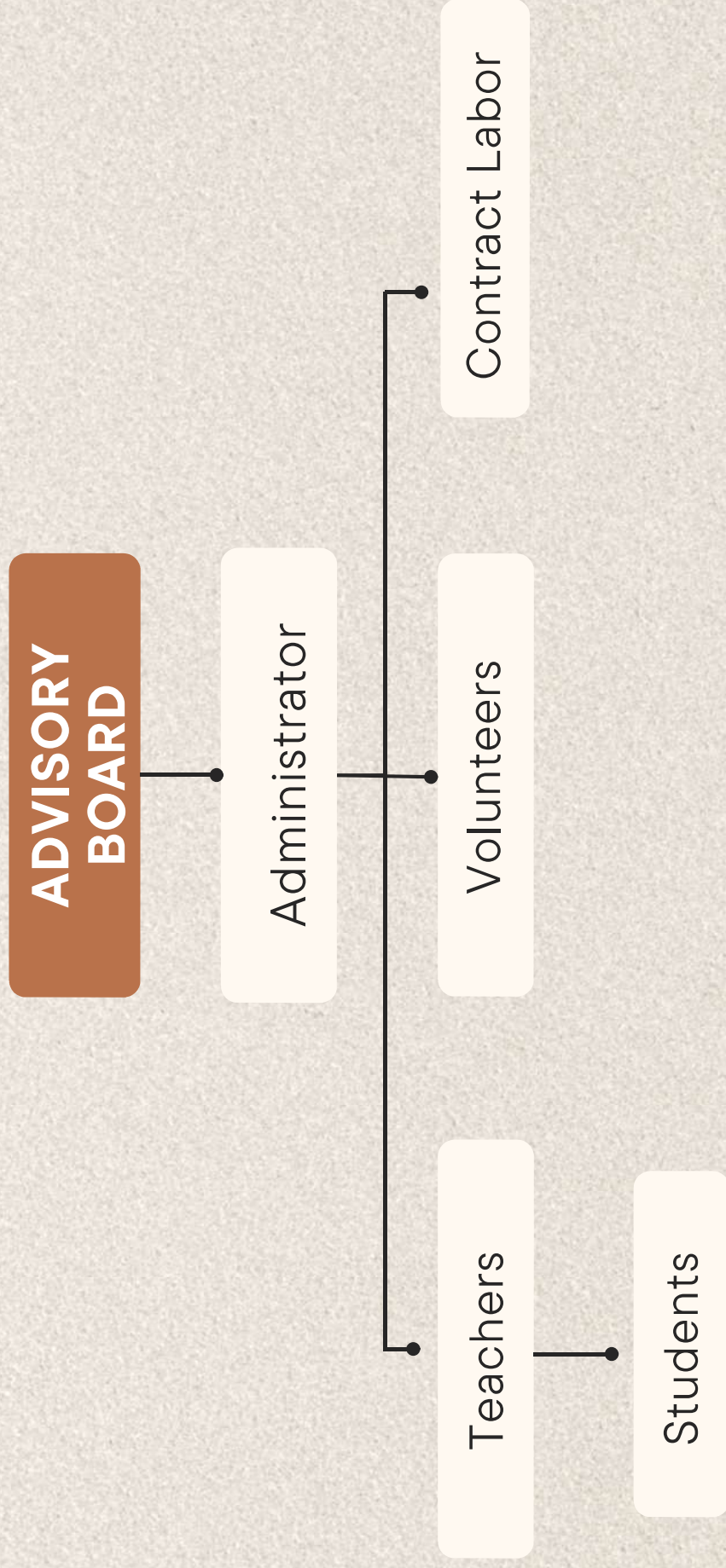
730 CR 1330

Chickasha, OK 73018





# Great Plains Christian School Organization Chart





July 22, 2024

GREAT PLAINS CHRISTIAN SCHOOL  
730 CR 1330, CHICKASHA OK. 73018

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# GREAT PLAINS CHRISTIAN SCHOOL

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Parent/Student Handbook

## "EDUCATING WITH WISDOM AND TRUTH"

### GREAT PLAINS CHRISTIAN SCHOOL

Parent and students,

It is my pleasure to welcome you to private Christian education. The purpose of this handbook is to set very clear guidelines. Our goal is to ensure a positive experience for students, parents, and staff alike. An important aspect of the educational process and success is how well a school establishes balance. If a child cannot be governed, they cannot be educated properly. Our handbook is continually reviewed and revised as necessary to contain caring and fair policies and procedures. These are established to benefit our families as well as the school personnel and the entity of the school. Please look and read through this handbook carefully as policy changes come year to year all revisions will be addressed at yearly scheduled parent orientation meetings. Our faculty and staff always strive to emphasize "relationship over rules." We understand that certain situations arise where exceptions must be made, but for Great Plains Christian School to function smoothly and to teach our students lifelong character qualities it is important that we draw very clear boundaries for the students. During class time and at sponsored activities and events it is vital that we teach them the difference between right and wrong so they have and can have a strong system of values to prepare them for leadership roles in life! Thank you for choosing private Christian education and we look forward to a prosperous year.

Grace, mercy, and peace,

Julia Miller/Administrator

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"EDUCATING WITH WISDOM AND TRUTH"

Contact Information:

Office Number: 405-596-0406

greatplainschristianschool@outlook.com

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## "EDUCATING WITH WISDOM AND TRUTH"

### *Statement of Philosophy and Core Values*

Great Plains Christian School will seek to honor God and bring glory to Jesus Christ.

In doing so we shall teach Bible Character traits: *"And ye shall know the truth, and the truth shall make you free" 2 Timothy 3:16*

Great Plains Christian School believes wholeheartedly in the importance of instilling God's word in the hearts of children: *"Thy word have I hid in mine heart, that I might not sin against thee." (Psalms 119: 11)*

- **We will integrate the Bible into every aspect of the student's life.**
- **We will govern itself according to biblical principles.**
- **We will develop a Bible curriculum that teaches sound doctrine and equip students to defend their faith.**
- **We will encourage board members, administration, faculty, students, and parents to be active in bible believing local churches.**

Our philosophy maintains that we cultivate and refine a mature generation of youth that will know the difference between right and wrong: *"As obedient children, not fashioning yourselves according to the former lusts in your ignorance: but as which hath called you is holy, so be ye holy in all manner of conversation; because it is written, be holy; For I am holy." (1 Peter 1:14-16)*

The Christian life is one of self-sacrifice, discipleship, and the dependence on the power of the Holy Spirit: *"and they shall teach my people the difference between holy and profane and cause them to discern between the unclean and the clean." (Ezekiel 44: 23)*

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## "EDUCATING WITH WISDOM AND TRUTH"

### ***Excellence In Education***

Quality education is Bible based, Christ centered and one that challenges students to reach their full potential and develop godly wisdom to use their God given abilities to impact their homes, churches, and communities for Christ.

- Will develop an entire educational program that is based on the truth found in the word of God and the preeminence of Jesus Christ
- Will use curriculum and methods in the classroom that reflect God's truth and prepare students for a life of service for Christ.
- Will employ and develop teachers who model wisdom and Christian character in their lives and cultivate and nurture this in the lives of their students.
- Will challenge students to develop a biblical worldview so that they will be able to intellectually challenge the cultural thought process for Christ.
- Will provide a curriculum that is defined by clear goals and high expectations so that students can achieve success in both measurable and in a clearly articulated format.
- Will provide a safe learning conducive. environment where students are actively engaged and challenged in their learning.

### ***Christ Likeness:***

*"He that saith he abide/1 in him ought himself also so to walk, even as he walked."*  
(1 John 2: 6)

- Will employ and or point, develop and retain board members, administrative staff, and faculty whose actions and attitudes model Christ.
- Will equip students to share their faith with others.
- Will train and encourage students to apply the attributes of Christ in their own lives.
- Will develop discipline and behavioral standards on biblical principles that lead to Christ likeness in students' lives.

In keeping with our mission statement, we are called to evangelize those we encounter: *"And he said unto them, go ye into all the world, and preach the gospel to every creature. "* (Mark 16:15)



## "EDUCATING WITH WISDOM AND TRUTH"

### **Service**

*"But it shall not be so among you: but whosoever will be great among you, let him be your minister; and whosoever will be chief among you, let him be your servant: even as the son of man came not to be ministered unto, but to minister, and to give his life for ransom for many." (Matthew 20: 26- 28)*

- Will encourage students to follow Christ's example of leadership through discipleship service.
- Will train students how to identify their spiritual gifts and use them to glorify God through service and their community.
- Will involve students and activities which teach the value of service before self and enjoy the service of discipleship.

### ***Spiritual Goals and Academic Goals***

- Academia pursuits must be joined to achieve our spiritual goals.
- A strong academic program ensures success in producing spiritual fruit.
- Curriculum choice has a biblical foundation.
- To prepare students for continual development and achievement in whatever vocation God calls them to.
- To evangelize anyone, we encounter. Sharing the gospel is innate to the nature of Christian like Paul: "For we cannot but speak the things we have seen and heard" (Acts 4:20)

### ***Social Goals:***

- To emulate Christ
- To teach students to depend on the Holy Spirit for boldness, which creates self-esteem.
- To create and acknowledge their God given spiritual gifts to strengthen them and so their gifts can be used in the church.

### ***Physical Goals:***

- To provide a disciplined environment for physical skills whether athletic artistic or otherwise
- To provide opportunity and safety in every physical aspect so that students may be taught in an environment of security.

## "EDUCATING WITH WISDOM AND TRUTH"

### Statement of Educational Mission and Vision

#### **Mission:**

Great Plains Christian School uses the platform of education to train up disciples in the truth of God's word, equipping them to fulfill their unique purpose through a personal relationship with Jesus. *"Go ye therefore and teach all nations, baptizing them in the name of the father and of the son and of the Holy Ghost."*  
*Matthew 28:19*

#### **Vision:**

Great Plains Christian School is dedicated to a continuing tradition of excellence in an ever-changing world. We provide a relevant, high-quality, Christian education within a safe and supportive environment. We prepare our diverse student body for future endeavors. We honor achievement and encourage love of God and others.

*"Whatever you do, work at it with all your heart, as working for the Lord, not for men." Colossians 3:23*

## Academic Policies

### Grading And Reporting/ Transfer of Student Records

The school year consists of two semesters, each approximately 90 days. The school year is divided into four quarters. The school will meet 160-180 actual school days, and the hour equivalent of 1080 to be determined. Grades are used in all subjects and are based on a variety of assessments. See course syllabus for specific scope and sequence. Grades will be accessible through Thinkwave. Grade viewing may be temporarily unavailable as report cards are prepared. Report cards are issued every nine weeks. \* *Please see graphic below for grading scale*

Use the standard 10-point grading scale:

A: 90 < grade

13: 80 < grade < 90

C: 70 < grade < 80

D: 60 < grade < 70

F: grade < 60

### *Admissions*

#### ***Admissions Disclaimer***

Great Plains Christian School does not discriminate against race, color, national, or ethnic origin. The school may decline admission and shall not be accountable for such actions. It is not recommended that a student be enrolled against their will. We reserve the right to refuse enrollment to any student without cause. If accepted into this school, there will be an adjustment period, if at the end of the time frame, the student is deemed problematic the school can without any other stated reason permanently dismiss that student. As with many private educational facilities, it is the responsibility of the school to maintain the best education environment possible. Therefore, dismissing a student, although unfortunate for an individual, is a necessary process. These capabilities are one reason private education is the education of choice. The student enrolled at Great Plains Christian School is offered a place that is safe from negative influences.

#### **Arrival And Dismissal**

- All students need to be on campus by 8:00 A.M. Arrangements will have to be made in the office if a student needs to arrive before 7:45 A.M.
  - Any student that arrives after the time of 8:30 A.M. is considered tardy and will need a note on the reason for the tardy.
  - For safety reasons no one is permitted to park in the circle drive.
  - Designated parking will be on the West side of the building.
  - Early dismissal will be granted for emergencies and medical or dental appointments that cannot be scheduled outside of school hours.
  - Students requesting early dismissal will be required to bring a note to the office from their parents before the school day starts. Parents will have to sign their children in and out of the office for early dismissals.
  - Only parents and immediate family members are allowed to pick up students and the office must be notified if a person other than a family member with permissions is picking that child up.
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## "EDUCATING WITH WISDOM AND TRUTH"

### ***Athletics***

All students participating in athletics are required to have on file and office a current medical release form. And proof of insurance. A uniform is not required for PE but must be appropriate and modest.

- No tank tops or crop tops
- Tennis shoes are required for PE.
- Shorts must be no shorter than 4 inches above the knee.

### ***Off- Campus***

The purpose of the off-campus program is to accommodate students to develop high level capabilities. Allow them to be involved in an off-campus program that provides training exceeding that which is offered by the school. Approval will only be for those students that have been strongly recommended by a qualified instructor, activities include swimming, tennis, cycling, martial arts, weightlifting sports, science, and robotics.

### ***Attendance***

When your child is absent from school, please call the office. Parents must call the school each day of absence and or provide a written explanation for the absence. Teachers will maintain an accurate record of attendance and tardiness; these records will appear on report cards and transcripts. If a student is present for at least 3/4 of the day of school, he or she will be counted as present.

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## "EDUCATING WITH WISDOM AND TRUTH"

### **Excused Absences:**

These absences will be considered excused if the school receives a note or phone call from the parent. These absences are still reported with the students' total absences on the report card, but without penalty for makeup work or exams if made up during the designated period.

- Documented illness of student with a doctor's note
- Doctors' appointment
- Death in the immediate family
- Court appearance
- Unavoidable immediate family emergency with documentation

It is mandatory for any student who is absent for three or more consecutive days to present a doctor's note upon returning to school if not the absence is considered unexcused.

### **Unexcused Absences:**

All other absences are unexcused and are also counted with the students' total absences. Absences due to suspension are also considered unexcused.

- **Any student with 18 or more total absences for the year will be required to repeat the grade unless approved by the administration.**
- **A student is considered tardy if not in the school by 8:15 A.M. Five unexcused tardiness will result in one absence for that quarter.**
- **Students arriving late must check in at the office with a parent.**
- **Any student who is only present for less than 3/4 of the day will be considered unexcused and absent.**

### **Truancy**

Missing school without parents' permission or leaving school property without permission from the school office, is skipping school. The penalty for skipping is an unexcused absence for all work missed, plus possible suspension or expulsion from the school. Students must obtain permission before leaving a classroom. Any absence without the knowledge and consent of parents or guardians and a school official is considered truancy. This includes leaving the school before the end of the day without permission and staying out of any part for all scheduled classes without permission. Students will be issued a zero for assignments or quizzes missed because of truancy. Parents will be notified of any truancy and a suspension will be issued.

### **Cell phones and other Electronic Devices**

- High school, the use of cell phones will only be allowed in non-classroom settings for 9th grade at the teacher's discretion. Cell phones must be turned on silent and out of sight during class. If caught using a cell phone during class, it will be confiscated for the day. Other electronic devices are not permitted on campus during school hours and phones used for entertainment purposes are discouraged. Abuse of this leniency will result in a ban of all cell phones inside the classroom.
- Middle school and elementary school, cell phones are prohibited. If caught with a cell phone it will be confiscated for the day a parent or guardian will be required to pick up the confiscated cell phone in the office. Other electronic devices are not permitted on campus during school hours. If a student has a cell phone for emergency purposes, it will be kept in the locker.

### **Bible Study and Chapel Service**

Great Plains Christian is an independent Christian School. In our Bible studies in Chapel services the gospel is presented. We teach the absolutes of the gospel, but it does not take a position of specific denominational stance. This enables us to reach a broad spectrum of souls.

### **Classroom Observations and Visits**

An educational institution committed to providing our students with the best educational environment, we strive to minimize interruptions and distractions. In addition, the school is sensitive to the issue of security and supervision of classes. Parents and visitors are not permitted to go directly into a classroom to deliver lunches, messages, forgotten assignments, or an article of clothing or any other reason. Parents and visitors are required to drop off any deliveries at the school office. Additionally, pets are not allowed on school grounds during school hours except on designated days such as show and tell or with a teacher's permission.

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### **Search And Seizure**

Authorized school personnel may conduct a reasonable search of a student locker, vehicle, and or belongings. If a teacher or administrator has reasonable cause to believe that the student has an item in his or her possession which may constitute a criminal offense, under laws of this state or prohibited by the school rules. The administration of Great Plains Christian School reserves the exclusive right to have the Grady County Sheriff's Office do routine and random checks for illegal drugs. Students also understand and agree that we should have the right to monitor or examine any electronic device at school or any school activity. Additionally, we may monitor or examine any postings on the Internet or any other electronic medium which includes but is not limited to text messages and or postings on personal websites, social networking sites, for example Facebook, Instagram, Twitter, Snapchat, Tick tock, or other private and public domains. Such monitoring includes but is not limited to all pictures, verbiage, graphics, and videos. Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material posted, sent, made available, shown to others, or possessed by the student themselves. Students are to behave in a manner that is pleasing and honoring to God and themselves. We are always representing God, our families, ourselves, and Great Plains Christian School.



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### **Parent Conferences and Communication with Faculty**

Parent conferences are encouraged and may be scheduled at any time by the principal and or superintendent, teacher, or parent. A parent can schedule a conference by calling the school office. Please do not contact the teacher at home for any reason. Our staff and faculty welcome constructive communication from parents at any time. The following guidelines will help to direct communication in the most productive way:

- If you have a brief question about schoolwork or class procedures, contact the teacher or leave a message on the school phone. You may also jot a note to the teacher and have your child deliver it. The teacher will respond with an e-mail, a phone call, or written note. Teachers will attempt to return calls within 24 hours.
- Concerns involving students in classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the superintendent.
- If a conference is necessary, you may make your request during school hours through an email, a written note or phone call to the teacher so that a mutually acceptable time may be scheduled. If a conference with the teacher is not satisfactory, a conference may be requested with the superintendent but only after the matter has been first addressed by the teacher in a conference.
- Drop in conferences before or after school are not workable at any time. Teachers and administrators schedule their use of their time carefully and have duties that are particularly heavy at both the beginning and end of the day.
- To keep informed about your child activities and coursework log on and use Thinkwave.

### **Parent Interaction**

Parents are viewed as ultimately being responsible for the education and spiritual development of their children. By placing a child in our school, they agreed to accept and abide by the policies and procedures established by the school. If you have any questions regarding any aspect of the school, please contact the office. Unanswered ambiguities or questions can lead to misunderstandings, rumors, or conclusions. It is in everyone's best interest not to leave questions or issues unanswered. Parents who show themselves to be in opposition to the philosophy and basic principles of the school, may be asked to withdraw from school as stipulated in the enrollment agreement.

### ***Change Of Address***

It is vitally important that the school office has an up-to-date address and phone numbers. If your address or phone number changes, please notify the school office immediately.

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## "EDUCATING WITH WISDOM AND TRUTH"

### **Child Abuse and Custody**

Great Plains Christian School personnel are mandated by law to report any observed or suspected instances of child abuse to the appropriate public authorities within 36 hours. If legal custody changes for your child, it is required that copies of this information be provided to the appropriate school office to be enrolled and to attend GPCS. Additionally, we will need copies of any custody changes.

### **Class Schedule**

Academic guidance sessions and individual meetings are offered to assist families in developing and reviewing the future and making appropriate course requests for high school.

For middle school the four-year plan is prepared prior to high school and is reevaluated annually. It is essential that a student maintains academic balance to ensure a student will graduate in a timely manner, parents should seek the advice of an academic advisor or teacher to make sure that a student meets state standard requirements.

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## Code Of Conduct

Conduct expectations include, but are not limited to:

- Are expected to be prompt and demonstrate courteous obedience to all school personnel, staff members and campus guests.
  - Students are expected to remain out of any unauthorized areas unless accompanied by a teacher or with special permission.
  - Students are not allowed in a classroom without a teacher present or expressed permission.
  - Students are expected to arrive at each class on time and come prepared with books, assignments, pencils, pens, and any other material that may be necessary for their daily class work.
  - Students are expected to always listen attentively to teachers as well as other students when appropriate.
  - Students are expected to not use their cell phones in the classroom or the restroom.
  - Students are expected to respect the property of others.
  - Students are not to deface, damage, or remove any school property or the personal property of another person. Parents will assume full and all financial liability for all damage to school property, or to school sponsored functions and activities because of their child's actions.
  - Students are expected to assume personal responsibility for doing their part to keep the school campus looking neat and clean. This means that students are expected to keep personal property off the sidewalks and breezeways, to place their trash in appropriate receptacles, and to keep their locker doors always shut. Lockers are to be used for book bags and jackets etc. Such items are not allowed to be on the floor or around desks.
  - Students are expected to behave and conduct themselves in a manner that is reflective of Christ, always showing respect and courtesy to fellow students. Students should never be permitted to violate another person's character verbally, physically, or overtly.
  - Students are expected to maintain appropriate self-control in their classroom conduct. Passing notes, tossing, or playing with irrelevant objects or other activities which are disruptive in nature are not allowed in the classroom.
  - Students are expected to dress appropriately and follow the modesty guidelines in showing a demonstrated willingness and cooperative spirit.
  - Students will always adhere to the dress code policy while on campus or at school events.
  - Students are expected to use restrooms for their intended purposes only. Restrooms may not be used for loitering, eating, or as a group hangout or any non-sanctioned activities.
  - Students are expected not to sell products or solicit sponsors for any fund-raising activities while on campus unless approval has been obtained from the principal in advance.
  - Students are expected to refrain from any public displays of affection while on campus or at any school sponsored function or activity.
  - Students are expected to commit to the honor code principles. Students are expected to commit to honor integrity by never allowing theft, cheating, gossip, or any other wrong behavior to occur. First in their own lives, and secondly by those people around them.
  - Students and staff will refrain from using any vulgar or crude language.
  - Students will be attentive and respectful to all staff and administrators.
  - Students will only eat in designated areas; no food is allowed in classrooms or restrooms.
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## "EDUCATING WITH WISDOM AND TRUTH"

### **Communication**

Our school is committed to keeping open lines of communication with its families. Many instruments are in place that enables parents to know what is going on at our facility.

- Thinkwave is our online record keeping system. Families are eligible to view their students' information on Thinkwave. Please contact the office for login information.
- Report cards.
- School communication via Facebook-Great Plains Christian Academy
- School communication via website
- Attendance reports
- Calendar upon enrollment
- Homework slips
- Orientations
- Parent student handbook
- [E-mail-greatplainschrstianschool@outlook.com](mailto:E-mail-greatplainschrstianschool@outlook.com)
- Parent teacher conferences

All correspondence from parents to the student body should be approved by the administrator, not teachers. Attendance at Great Plains Christian School is a privilege not a right and each student is expected to behave in an orderly respectful manner, maintaining Christian standards and courteous language, morality, and honesty.

## "EDUCATING WITH WISDOM AND TRUTH"

### **Conduct And Discipline**

At Great Plains Christian School, a student is expected to conduct himself or herself in a manner that is consistent with the Christian faith so that Christianity is seen as genuine and valid by the community. Discipline is administered in a loving positive manner and the students are guided in changing attitudes and behavior and in becoming self-disciplined individuals. The school seeks to provide a positive and safe environment conducive to the teaching and learning process. The purpose of discipline is for growth as seen in the example in Hebrews 12: 11. Students are held accountable for their actions. Teachers will establish classroom procedures and school policies with students at the beginning of the school year. A student who does not comply with the school or class rules or the teacher's verbal instructions will be subject to disciplinary action as deemed appropriate by the teacher or administration. We believe parents bear the primary responsibility for teaching their children the right behavior and attitudes, and we will depend heavily on parents if their behavior is a problem. Classroom discipline will be handled by the teacher, but any serious or persistent problems will be referred to the superintendent. Disciplinary action for persistent or serious infractions can include but is not limited to, loss of privileges, detention, out of school suspension, or immediate expulsion or dismissal from the school. Corporal punishment is not practiced at this school. We may recommend if necessary that corporal punishment be administered by a parent. Teachers are encouraged to listen to all parties involved, to ensure the discipline fits the seriousness of the offense and that the type of discipline does not vary too much for similar offenses. The goal of helping students conform to a classroom and school requirements, guide them in the development of self-discipline are always kept in mind. In the event of serious or persistent problems, parents will be notified, and the parents, superintendent, and teacher will have a conference. The students may also be required to be present.

Appropriate action will then be taken.

### **Infractions**

- **Major Infraction**

**A major infraction will be issued by the superintendent and parents will be contacted** regarding the action taken. It is part of school policy that if a student is involved in the injury of another student, it is grounds for immediate termination from the school. Major referrals include but are not limited to intentional class disruption, unacceptable language or vulgarity, open

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defiance of a figure of authority, offensive touching, theft, fighting and physical harm, bullying and destruction of school property, dishonesty and/or cheating, and misuse of technology.

insubordination: verbal or nonverbal refusal to comply. Major referrals result in out of school suspension, lunch detention, conference with the superintendent, or recommendation to the superintendent for expulsion or permanent dismissal. Should the parents feel that the superintendent has not followed the school policy and procedures for problem resolution they submit a written appeal that will be submitted to the board of directors for review.

### Minor Infraction

Minor infractions include but are not limited to failing to bring supplies or homework, excessive classroom violations, disrespect to authority figures, inappropriate item or materials, five or more tardies. A minor referral will have varied consequences which may include parent contact, child **verbally corrected, loss of extracurricular activities or special privileges, verbal correction, assigned specific duties as punishment, confiscation of items, change of seating arrangement or suspended recess for disciplinary probation.**

### Suspension

Suspension from school because of repeated minor infractions or major infractions of Great Plains Christian School code of conduct. The administrator and supervisors have the authority to suspend a student. Out of school suspension may occur depending on the infraction. The length of suspension will be one to five days as determined by the administration.

Out of school suspension is considered an unexcused absence, however, students will be allowed to make up all missed work for credit.

Students are not allowed on school grounds and may not attend any school sponsored activities on days of suspension.

Very specific changes and attitudes and actions will be expected prior to being permitted to return to school. Upon reinstatement to the school a student will be placed on disciplinary probation if the student does not display proper behavior during the probation period they will be expelled.

### Expulsion

Any student whose conduct or attitude in or out of school shows him or her to be in opposition of the basic principles and purposes of the school will be dismissed and

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## "EDUCATING WITH WISDOM AND TRUTH"

or asked to withdraw. A student may be expelled from school for a major infraction, and or repeated minor infractions or poor academic performance. Expulsion or dismissal will be recommended if the student's behavior is preventing a learning conducive academic environment or conflicts with the philosophy and objectives of the school. Expulsion may also be recommended for any unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure following the expulsion date may be immediate.

Students expelled from school may not return to campus for any reason or attend Great Plains Christian school events or activities.

### **Damage To School Property**

Parents are responsible for the cost of replacing and repairing school property, including computer equipment, damaged by their children. This includes classroom and library items, textbooks, furniture, playground equipment, physical education equipment, and school buildings. Report cards will be held and so all school fees will be paid. Under no circumstances will the administration tolerate any type of student pranks on campus. This is applicable to all property, buildings, furnishings, etc. Even that of the school including the property of faculty staff and other students.

### **Drug and Substance Abuse**

Because we believe that our bodies are a temple of the Holy Spirit, the possession, use or distribution of drugs, alcohol, and tobacco products are prohibited. Any situation where a student is suspected of engaging in such activities in or outside the school will be thoroughly investigated by the administration and the parents will be notified. This includes searching for any vehicle by the administrator or faculty member. The administration of Great Plains Christian School reserves the exclusive rights to have the Chickasha Police Department or sheriffs or Grady County Sheriff's Office conduct routine and random checks for illegal drugs anywhere on campus with the use of trained, drug sniffing dogs. Students connected to any drug related persons or suspected events, or activities may be required to submit to drug testing and subject to expulsion. Violation of this policy will be dealt with by the administration whether the events occur on or off campus and whether the parents have knowledge of the activity or not.

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### **Fighting**

Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting will not be tolerated on or near school grounds or any school sponsored activity. Students are reminded that the first offense of fighting results in suspension to be followed by a parent teacher conference to return to the school. Further infractions will result in expulsion.

### **Harassment**

We are committed to maintaining an academic environment in which all individuals treat each other with dignity and respect. Free from all forms of intimidation, exploitation and harassment including sexual harassment. The school is prepared to take any action to correct and prevent any violations of this policy. Anyone who violates this policy will be subject to discipline, of two including termination or expulsion.

Definition of sexual harassment- Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of sexual nature made by someone from or in the workplace or educational setting under the following conditions.

1. Submission to the conduct is explicitly or explicitly made a term or condition of an individual's academic status or progress.
2. Submission or rejection of the conduct by the individual is used as the basis of an academic decision affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon individuals' academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission 2, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors programs, or activities available bad or through the school.

Employee- student sexual harassment is prohibited.

Student-employee sexual harassment is prohibited.

Student- student sexual harassment is prohibited.

### **Examples Of Sexual Harassment**

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## "EDUCATING WITH WISDOM AND TRUTH"

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among these types of conduct which would violate this policy are the following:

- Unwanted sexual advances or propositions
- Offering academic benefits in exchange for sexual favors
- Making threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive projects, pictures, cartoons, or posters.
- Visual conduct such as making or using derogatory comments, slurs, or jokes.
- Verbal abuse of sexual nature, graphic verbal commentaries about an individual subjective or obscene letters, notes, or invitations
- Physical conduct such as touching assaulting impeding or blocking movements.

Students who feel they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the superintendent. Students who observe conduct of sexually harassing nature also encouraged to report the matter to a staff member as soon as possible. All complaints will be promptly and thoroughly investigated.

The following individuals are authorized to receive complaints and to respond to questions regarding sexual harassment.

- Julia Miller/Administrator

### Confidentiality

The Confidentiality policy is made to protect the privacy of the parties involved in any complaint; however, the school reserves the right to fully investigate every complaint, and to notify a student's parent or guardian and appropriate government officials as the circumstances warrant.

### Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint incurring sexual harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

### Procedure For Investigation of The Complaint and for Taking Corrective Action

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When one of the school officials designated in this policy receives a complaint, he or she shall immediately initiate an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered from the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy be subject to appropriate disciplinary action up to and including expulsion or termination. Severity of the disciplinary action will be based upon the circumstances of the infraction.

### **Disaster Drills and Lock Down Drills**

Fire, lockdown, intruder drills, and tornado drills will be held regularly during the school year. Instructions are given to both students and teachers at the beginning of each new school year. Students should recognize the seriousness of the drills and refrain from disorderly behavior. In case a disaster occurs during a regular school day, students will be released only to their parents or those listed on the emergency contact form. It is impossible in a time of disaster to verify telephone requests or parents' written consent to a friend, neighbor, or relative to pick up a student. School personnel cannot undertake their responsibility of releasing students to any adults other than those parents or those listed on the emergency contact form. Please have a plan procedure established. If you are or will be out of town, notify the office in writing stating who is authorized to act in your place. The fact that parents will know where their children are, that they are under supervision, and that precautions for their safety are being observed, prevents panic and confusion. Activation of the fire alarms are notified to the fire department. Careless or malicious initiation of false alarm is an illegal action that could lead to serious injury and attempt to evacuate the building. Deliberate offenses will be handled with the utmost severity. The student and his or her family will become financially responsible for the fees resulting in a false alarm as well as subjugation to possible disciplinary action which includes expulsion.

## **Health Policy**

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## "EDUCATING WITH WISDOM AND TRUTH"

### **Immunizations**

All enrolled students are required to have up-to-date immunization records on file at the beginning of each school year in a medical authorization form that must be completed. All new admissions will have immunizations up to date prior to attending the first day of school. The office will notify parents by phone call in advance of immunizations needing to be updated. Follow-up phone calls will be made if necessary. It is the parents' responsibility, not your child's responsibility, to deliver an updated immunization record to the office. Students who are delinquent and obtaining their immunizations, after the first 30 days of school, will not be allowed to attend classes. Exemptions from immunizations are allowed for reasons of conscience in the State of Oklahoma. You may not elect to Immunize your child via the following ways-Medical exemption, requiring immunizations are allowed to claim an exemption you must fill out " Shot Record Exemption Form" in the office.

### **Inhalers**

Under 70 Oklahoma statutes annotated I-dash 116. 2, school nurses and other school personnel must administer medications according to the statutory requirements, which contain no express delegation of authority.

### **Head Lice**

Great Plains Christian Schools has a nit free policy. If your child is sent home with head lice, the student must be checked by the local health department prior to re-admission. Re-admission is at the discretion of the school faculty.

### **Dispensing Medications**

Any prescription or over-the-counter medication that must be administered during school hours should be accompanied by written requests from the parent or guardian. All medications must be in their original properly labeled container. The following information must be completed on: Authorization to Dispense Medication Form, available at the office. The form includes the following information:

- Students name.
  - Name of medication
  - Date to be given.
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## "EDUCATING WITH WISDOM AND TRUTH"

- Times to be given.
- How often
- Dosage
- Signature of parent and or guardian
- Date of request written

Nonprescription medication must be in the original container with the original label and the students name the office will not accept medication in unlabeled bottles or zip lock bags.

If your child is receiving medication at school, it is the child's responsibility to report to the designated area in the school office to take his or her medication. All medication including rescue inhalers for asthma must be turned in to the school office and not carried in the student's possession or in his or her locker. Students are never permitted to keep prescriptions or over the counter medications in their personal possession while on campus, including personal bags, lunchboxes, backpacks, or lockers. Students may keep cough drops in their possession, but not cough syrup. All medication, prescription, or over the counter, must be registered in the office for authorized use and safekeeping. Failure to do so will be considered an infraction of the code of conduct. The school will provide students in grade 5 through 9 with acetaminophen, ibuprofen, and antacid, provided a parent signs a medical release form for the prescription during enrollment. If your child's medication is stored at the school office, it must be picked up before the last day of school. Any unused medication will be thrown away if not taken home.

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## Great Plains Christian School Illness Guidelines

Please read and comply with the guidelines listed below regarding sending your child into school after an illness. When students return to school too soon after an illness related absence, it then perpetuates the cycle of contagious illness among the students. We will appreciate your understanding and cooperation and protecting all students from communicable or contagious diseases. Students need to be in optimal health for optimal learning.

### Communicable Diseases /Conditions /Exclusion

To protect students from communicable illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent expects that his or her child has a communicable disease the parents should contact the office. Students should be symptom free for 24 hours before returning to school.

The guideline below has been developed for the exclusion of students who have a communicable or contagious disease. A student with any of the following symptoms must not attend school until such time as the student is free from symptoms below:

- Temperature of 100 degrees or more
- Vomiting or diarrhea
- An undetermined rash over any part of the body accompanied by fever.
- Red, draining eyes, intense itching with signs and symptoms of secondary infection.
- Open, draining lesions or wounds.
- Lice or nits on the shaft of the hair
- For any infection antibiotics must be taken for a minimum of 24 hours prior to re-admittance to the school.

A note from the attending physician attesting the child does not currently have signs or symptoms of any communicable disease, may be deemed necessary for reentry to the school.

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### **Injuries**

Minor injuries will be given appropriate first aid treatment by the school or authorized staff members. Treatment will not exceed a qualified first aid administrator or BLS provider. (Basic Life Support)

### **Lockers**

Students will be issued lockers at the beginning of the school year. Students are expected to keep their lockers neat and tidy and treat them with care. Lockers should be at all times considered property of the school. Lockers are to be closed and latched whenever not used by the student. Lockers are to be closed and free of food when the student leaves campus for the day. No locks are permitted to be on lockers. Students are required to respect the property of other students. Students may not handle, touch, take or use any of the contents and a locker that does not belong to them. Any student who does not adhere to this policy will be subject to disciplinary actions. Students are not to leave valuables in their lockers. The school is not responsible for lost or stolen items belonging to any student. Locker checks will be formed periodically for the purpose of ensuring that food and trash are not being stored in the lockers. Students who habitually fail to keep their lockers in an acceptable state of cleanliness will be subject to disciplinary action. The administration may search for a student locker at any time and without notice.

### **Lost And Found**

All articles left on campus will be placed in the lost and found. Great Plains Christian School does not assume responsibility for damage to personal property or lost articles. Great Plains Christian School is not responsible for the loss of personal property lost and found items such as spirit wear and personal student belongings will be stored for one week in the Lost and found. Items not claimed after a reasonable period will be discarded.

### **Lunch**

Students are not permitted to eat in classrooms or during class time.

Students are permitted to bring lunch from home.

Lunch when provided will adhere to the Oklahoma guidelines for nutrition.

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### **Parties**

Scheduled parties or Christmas and Valentine's Day parties will be held on campus during the last hour of the school day. Parents who help with class parties may not bring other children or siblings with the expressed exception of infants or toddlers.

### **Birthdays**

Children may celebrate their birthdays by bringing refreshments to school. Refreshments should be limited to simple snacks. Arrangements need to be made in advance with the classroom teacher. Treats will be shared during the last half hour of the school day. Favors are not permitted. Invitations for a party to be held outside of school may not be distributed at school unless the entire class is included. Early dismissal for parties is not granted. Balloons, flowers, or cookie arrangements delivered to the school will be held in the office for pick up at the end of the day.

### **Photographing Students**

Students may be photographed or videotaped by the school during school activities. Parents may choose to allow their students' likeness to be used in promotional and for advertising materials or opt out upon enrollment. Parents must sign a photo-release form for their child to be photographed or videoed.

### **Social Media Acceptable Use Policy**

Students are responsible for using common sense, ethical standards, and good manners when online or testing. Online includes social networks, e-mail, instant messaging, personal web pages, blogs, and other similar sites assessed through the internet. Do not assume anything sent through these methods is private communications. Social networking even marked as private is not always private. Students who post or send inappropriate material will face disciplinary action as outlined in the parent student handbook. Unacceptable communication is always forbidden and includes:

- Alcohol or drug related pictures and or involvement
  - profane, lewd, obscene, vulgar, rude language
  - Sexually provocative pictures
  - Involving the usage of drugs or alcohol or tobacco
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## "EDUCATING WITH WISDOM AND TRUTH"

- Being threatening or disrespectful
- Implying being sexually provocative.
- Cyber bullying
- Harassing or persistently acting in a manner that distresses or is annoying to another person.
- Knowingly posting false or defamatory information about a person or organization
- Parents should be aware of the following social media apps: Tick tock, Snapchat, Facebook, Tumblr, Discord, Message, Instagram, and various other video chatting apps.

If you're told by another person to stop sending messages, you must stop.

Students should report all such incidents of misconduct to a parent teacher or administrator immediately. The school realizes many students have access to these sites outside of school students are reminded that regardless of where they're posting originates any text photographs or videos that they put on these sites or similar sites which would be derogatory to the school for the outlook of this school or the community or threaten, demean, or bully students or faculty is prohibited. Do not share anything with these social networking avenues that you would not be comfortable having your family or school administrators viewing.

### **Transfer Of Credit Policy**

Students transferring into the school from an approved school will receive credit for approved courses completed with final averages that meet our acceptable scores on the official transcript from their previous school. But if a transfer student is enrolled in a program of studies which is not approved for accreditation, they will be tested. Students transferring from a home school environment will be subject to review of awarded credits and may be required to take subject exams to verify their academic record. Students repeating any coursework for credit must attain a minimum average approved by the administrator for accessible completion of the course. It is the responsibility of the student to provide the school with an official transcript for coursework that is completed at another accredited institution.

### **Withdrawals And Transcripts**

- To withdraw a student the parent or guardian must notify the school and complete a withdrawal form. Withdrawal forms are to be submitted to the school office.
  - The student needs to turn in all textbooks and other school property to the school office. The withdrawal form will be processed internally at Great Plains School through the office, library, athletic department, and business office.
  - No records will be released until all forms are completed, please allow three working days after all forms are completed. Please be patient. End of year records require more time for processing.
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Students may be asked to withdraw from a school if it is concluded that our program is unable to meet the students' educational needs.

- Upon enrollment in another school, the school should request the student's official transcript.

# Technology Acceptable Use Policy

All users of school technology resources will adhere to the following code of ethics:

I will strive to act in all situations with honesty, integrity, and respect. Respecting the rights and property of others and helping others behave in a similar fashion. I will make a conscious effort to be a good witness to my fellow students and faculty members. I will use integrity with the school's equipment and communicate my ideas to others. I will strive to apply Philippians 4: 8: *"Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable if anything is excellent or praiseworthy think about such things". (Philippians 4: 8)*

The school network and computer equipment are available for students, faculty, and staff to use for research, study, and other educational purposes. The goal in providing access to these technologies is to promote educational excellence and innovation, and to facilitate communication and creativity in the expression of ideas and information. Users will not make deliberate attempts to disrupt the operation of the network, other networks or vandalize any technology equipment. Vandalism is defined as any malicious attempt to harm or destroy hardware or software, another person's data files, or any other networks connected to the network. This includes but is not limited to, the uploading or creation of computer viruses. Vandalism will result in the cancellation of technology privileges and disciplinary action. Students should use the computer and designated locations. Remember to save your work frequently, especially before exiting and logging off. Students are not permitted to install software, download program files, or zip files from the Internet, or add files to the computer unless expressly authorized to do so by staff or faculty. Students are encouraged to save all files to a flash drive as much as possible so they can access those files at home or any other location with an Internet connection. Remember, if you save it in a share folder, it is accessible.

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to others that use that location. Printing on paper is no longer a recommended practice but, when necessary, each student will be given access to print at the nearest printer. Printers should only be used for school purposes. Magnets are strictly forbidden to be used near any of the computers or near electronic equipment anywhere on school campus. When leaving for the day all students are required to log off their system. Do not just lock the computer and leave. The school is not held accountable for any lost or unsaved data.

Students are not permitted to:

- Play games during school hours.
- Stream music or videos through the Internet as this can hinder the work of others during school hours.
- Use of social media sites during school hours
- Browse threatening, obscene, pornographic, drug related, piracy, terrorist, or other inappropriate websites.
- Access proxy sites or anonymous sites to bypass web filtering or firewall rules.
- Downloadable installable programs, toolbars, or zip files from the Internet unless given permission from staff.
- Use any online storage locations except for their flash drive. Locations like Dropbox, or one drive are permitted. If a student needs temporary access to other locations in a room temp list must be submitted to the person in charge of that box

### **Acceptable Uses**

The use of school networking and computer equipment by an employee or student must be for the purpose of conducting one's job responsibilities or educational opportunities. We have the right to place restrictions on material that users access through the school network. The transmission of any material in violation of any US or state regulation is prohibited including copyrighted material, threatening material, or material protected by trade secret. Classrooms have designated computers available for student use upon their teacher's permission.

### **Unacceptable Uses**

Users will not attempt to gain unauthorized access to the network or go beyond their authorized access on the network; these actions are illegal even if only for the purposes of browsing. Unauthorized access includes attempting to log on through another person's account or accessing another person's files. And computers located on teachers' desks or in the offices are not available for students to use.

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### **Dress Code**

The administration reserves the right to determine if a student is dressed or groomed appropriately. We have chosen to implement a dress code through a modesty policy. Our dress code is established to teach hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Shirts and pants should be in acceptable condition. Students need to be fully dressed and in compliance with GPCS dress code upon arrival on campus.

Examples of clothing that are prohibited under the dress code are the following.

- Shorts that are shorter than 4 inches above the knee
- Tank tops
- Pajama bottoms
- Crop tops.
- Short dresses
- Jeans with holes above the knee area
- Unnaturally colored dyed hair
- Any article of clothing that promotes the use of alcohol drugs or tobacco.
- Low cut shirts
- Any article of clothing promoting violence or obscene gestures

Dress and grooming styles are deemed inappropriate if they attract undue attention to the outward appearance, detracting from the reflection of Christ, which initiates internally. Students and parents set the tone of the environment.

Dress is to be distinctively masculine and feminine reflecting a wholesome appreciation of God's creative plan. Students' appearance reflects their values. We do not want your child's appearance to conflict with the values we have at Great Plains Christian School.

A student's appearance affects his or her behavior and that of his or her peers. If a student's appearances are excessive or draw attention to them in some way, then it is a distraction to the task at hand and distracts from the educational experience.

Community interests must take precedence over personal preferences. Our dress must reflect the distinctive mission of our school and encourage the personal growth of each student.

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Policy updates may be changed or modified without given notice at any time  
during the year.

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# **Great Plains Christian School**

## **Tuition and Fees 2024-2025**

Monthly Tuition	\$400
Fees (Enrollment and Curriculum)	\$200
Yearly Tuition & Fees	\$5000

Monthly Tuition is due the fifteenth day of each month. Students enrolling after June 15<sup>th</sup> will pay annual tuition based on how many months are left in the annual cycle. (annual tuition/ number of months = monthly payment)

**Note: Tuition and fees are non-refundable-See details in enrollment contract**

