



Greater New Orleans Christian Academy

STUDENT HANDBOOK 2024-2025

(Disclaimer: School Handbook is subject to change at any given time and date.)

Every human being, created in the image of God, is endowed with a power akin to that of the Creator-- individuality, power to think and to do. The men in whom this power is developed are the men who bear responsibilities, who are leaders in enterprise, and who influence character. It is the work of true education to develop this power, to train the youth to be thinkers, and not mere reflectors of other men's thought.

E. G. White, Education p. 17

Higher than the highest human thought can reach is God's ideal for His children. Godliness--godlikeness--is the goal to be reached. Before the student there is opened a path of continual progress. He has an object to achieve, a standard to attain, that includes everything good, and pure, and noble. He will advance as fast and as far as possible in every branch of true knowledge. But his efforts will be directed to objects as much higher than mere selfish and temporal interests as the heavens are higher than the earth.

E. G. White, Education, p. 18, 19

NON DISCRIMINATION POLICY

Greater New Orleans Christian Academy admits students who desire to learn in our Christian Seventh-day Adventist educational environment, agreeing to support and follow our policies. Students do not need to be Christian or Seventh-day Adventist to attend but must be willing to abide by our policies and standards.

For **Greater New Orleans Christian Academy** to maintain our uniquely Christian Seventh-day Adventist atmosphere, we are unable to admit or retain students who engage in conduct, lifestyles, or advocate ideas not in accordance with our beliefs, including, but not limited to engaging in sexual misconduct, non-marital sexual contact, homosexual conduct, or the encouragement or advocacy of any form of sexual conduct, behavior, or ideas that would undermine or run counter the Christian identity or faith mission of **Greater New Orleans Christian Academy** and the Seventh-day Adventist Church. At **GNOCA**, we love and respect all persons, irrespective of sexual orientation and other protected categories, but this is a private school that provides an educational environment based upon Christian Seventh-day Adventist principles and expects student conduct to be consistent with and aligned with such principles and standards.

GENERAL INFORMATION

The Greater New Orleans Christian Academy (GNOCA) is owned by the Arkansas-Louisiana Conference (ARKLA) of Seventh-day Adventists and operated by the New Orleans First Seventh-day Adventist Church and the Marrero Seventh-day Adventist Church. Louisiana is one of 5 states that make up the Southwestern Union Conference, which is one of the nine union conferences that compose the North American Division of Seventh-day Adventists. Thirteen divisions comprise the global church organization. The Adventist education system is the second largest in the world.

In accordance with our accreditation process, our teaching staff is required to hold a degree in Education and be endorsed by the Southwestern Union Conference of Seventh-day Adventists. We are also under the guidance and support of the Education Department of ARKLA.

MISSION

GNOCA exists to meet the educational needs of the area youth with an educational product of the highest quality within a safe, loving, diverse, Christ-centered environment. We recognize the uniqueness each student and teacher brings to the classroom. The operative goal of GNOCA includes preparation for this life and the life to come throughout eternity. We operate in harmony with the educational principles of the Seventh-day Adventist Church and the State of Louisiana. Any school-aged child seeking a Christian education will be considered as a potential student. The teaching staff

is dedicated in assisting the development of excellence in:

- Developing a personal relationship with Jesus Christ
- Academic achievement
- Interpersonal skills and responsibilities
- Citizenship skills and social responsibilities
- Skills in the development of physical, mental and spiritual disciplines.
- Developing character and moral and ethical values

PHILOSOPHY AND PURPOSE

A knowledge of God, His plan for our redemption, and the kind of individuals young men and women may become as they are restored to His likeness are of primary importance throughout the total school experience. Students are regularly given opportunities to accept Jesus Christ as their personal Savior. Each student is challenged to develop a personal sense of mission for giving the gospel message to the entire world in preparation for the soon return of Jesus.

Seventh-day Adventists believe in the infinite worth of every individual and seek to provide through education a climate in which a positive self-image may be developed. Academic excellence is promoted by challenging students to fully use their intellectual capacities. Physical and health education reflect the belief that the body is God's temple. Students are encouraged to take an active interest in making the community a better place to live, to appreciate the cultural differences and scientific advances of the age, and to develop positive attitudes toward all people.

"Train up a child in the way he should go and when he is old, he will not depart from it."
Proverbs 22:6

"You must respect your own faith in order to successfully introduce it in others."
Fundamentals of Christian Education, pg. 194.

The educational framework among Seventh-day Adventists is that

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

E.G. White, Education, pg.13

Therefore, it is the purposeful intent of the curriculum and its teaching to incorporate Biblical values throughout the student's learning experience by using intelligent methods and personnel who are serious about the privileges God has granted Seventh-day Adventist Christians.

The stated objectives include:

- A quality curriculum
- A knowledge of Bible truth
- An opportunity for students to choose to follow Jesus grow in their relationship with God serve others
- A loving and safe environment
- Open communication with students and parents

As a Bible based Christian Academy, GNOCA does not participate in such extra-Biblical celebrations such as Halloween or Mardi Gras. We also do not include such images as Easter bunnies, Easter eggs, or Santa Claus in the commemoration of “Christian” celebrations. We prefer to instruct our students in the proper understanding of what these holidays truly should commemorate. We will leave it up to the parents to explain to their children why we do not recognize these things.

ACADEMICS

At GNOCA we have high academic standards. We believe that all classes are important. With the help of teacher and parent(s), students are encouraged to strive for academic success.

CURRICULUM

GNOCA uses the Small School Curriculum adopted by ARKLA of Seventh-day Adventists and ARKLA Education Department. This curriculum emphasizes basic skills in Reading, Mathematics and Language Arts. Proficiency in these areas is essential to success in ALL school projects. Bible, Mathematics, Social Studies, Science, Health, Spelling, Handwriting, Music, Art, Physical Education and Foreign Language are included in the course of study.

In accordance to Mrs. White’s guidance, GNOCA is adding a vocational rotation to its regular course of study. Gardening, home economics (cooking, baking, sewing, needlework, and laundering), computer graphic design and yearbook, and woodworking.

ACADEMIC ACHIEVEMENT

Students in grades three through eight will be given the Iowa Test of Basic Skills (ITBS) battery, a nationally standardized test, during the first quarter of school.

CERTIFICATIONS

Teachers are certified by ARKLA. Staff members are Seventh-day Adventists in good and regular standing in their congregations.

HOMEWORK

Much of the day’s schoolwork is completed under the supervision of the teacher during school hours. However, some work will usually need to be done outside of school. When used effectively as one part of the teaching/learning process, homework gives students the opportunity to independently apply what they have learned in the classroom,

and further aids them in developing responsibility, good work habits, and valuable time management skills. All students are required to turn in homework assignments on time. Late homework assignments will result in disciplinary action by the teacher.

When a student is absent from school, they will be allowed two days for each day of excused absence to make up missed work.

PARENT-TEACHER RELATIONS

Teachers, administration and staff alike recognize the importance of maintaining an open and free flowing dialogue between themselves and parents. We welcome the opportunity to talk with parents concerning their student's welfare and progress. Parent-teacher conferences are held to stimulate communication and questions between the teacher and the parents.

Aside from formal conferences, parents are encouraged to communicate with their child's teacher on a regular basis in such a fashion that does not interrupt classroom instruction.

GUIDELINES FOR PARENTS

"The parent's work of education, instruction, and discipline underlies every other. The efforts of the best teachers must often bear little fruit, if fathers and mothers fail to act their part with faithfulness."

Fundamentals of Christian Education, pg. 69-70

"In the formation of character no other influences count so much as the influence of the home. The teachers' work should supplement that of the parents, but it is not to take the place. In all concerns of the well-being of the child, it should be the effort of the parents to cooperate."

Education, pg. 283

The success of the school depends in a large part on the support that the parents give the student. The following are some helpful guidelines:

1. Making home life positive and constructive.
2. Encourage positive attitudes about homework. Be sure your student has sufficient time to complete homework.
3. Provide a space conducive to quiet study and work to establish a regular schedule for completing homework. Pencils, paper, books, adequate lighting, dictionary, ruler, etc. should be available.
4. Have a family rule limiting the use of phones, TV, DVD, and videos etc. so that they do not interfere with homework and after hours study.
5. Follow a scheduled bed time allowing the child an adequate time to sleep (8-10 hours is recommended) and at least 2-3 hours of sleep before midnight.
6. Regular family worships, including prayer and Bible study.
7. Maintain good healthy eating habits.
8. Check (do not complete) all papers and homework for accuracy and neatness.

9. Keep book bags and room neat – these qualities carry over into the classroom.
10. Pray for your child’s teacher and keep in close contact.

The following study habits need to be encouraged in your children:

1. Encourage a positive attitude towards study, fellow students, and teachers.
2. Learning requires effort and paying attention.
3. The study area should be well lighted and quiet.
4. Read through the assignments to get the big picture, then re-read for details.
5. Keep a regular studying time by making out a schedule and sticking to it.
6. If parents can’t read it, neither can the teacher.

Support quality thoughts/ideas about authority figures:

1. Teach your child(ren) to understand the teacher’s “role as parent”.
2. Teach respect for the law, authority, the rights of others, and for private and public property.
3. Support prompt and regular school attendance and encourage full compliance with school procedures.
4. In the best interest of the child, support teachers in their efforts to effectively carry out discipline.

Upon admission, the teacher will specify certain tools such as notebooks, pens, pencils, calculators, etc. which the parents of the student are expected to provide. It is the parent’s responsibility to make sure that the student is equipped with these necessary materials prior to the first day of class.

COMPLAINT PROCEDURE

Complaint Procedure for Students, Parents, and School Board Members

Complaints between students should be handled by the classroom teacher. If the issue is not resolved, the next step will include the principal, followed by the school board.

Complaints pertaining to a teacher, it is recommended that the parent go first to the teacher before bringing the complaint to the head teacher/principal. Complaints brought directly to the head teacher/principal will still be addressed. If the issue is not resolved, complaint can be sent to the school’s personnel committee/school board (with Superintendent present) for discussion.

Complaints pertaining to the head teacher/principal, it is recommended that the parent go first to the head teacher/principal before bringing the complaint to the school board chair or pastor. Complaints brought directly to the board chair or pastor will still be addressed (in consultation with the Superintendent).

Complaints brought directly to the Superintendent will be referred to the local school if the local school has not been initially contacted.

ACCELERATION/ RETENTION

The school will consider acceleration or retention of a pupil on an individual basis and according to the Southwestern Union Conference Education Policy. The final decision will be made by the school, in cooperation with the parents and the ARKLA Education Department.

EVALUATION

For all pupils, report cards are issued following the close of each nine-week period. The marking system used is well described on the grade card, and these reports should be examined carefully by the parents, both for scholarship and conduct, signed and returned. Reports of each student's performance will be posted bi-weekly and homework assignments will be posted regularly on the school web site (secure access for each student). The teachers will provide instructions for accessing this information.

ADMISSION POLICIES

Greater New Orleans Christian Academy does not admit individuals who engage in sexual misconduct, which includes non-marital sexual conduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Greater New Orleans Christian Academy and the Seventh-day Adventist Church.

APPLICATION INFORMATION

The Application Form must be completed.

AGE

GNOCA requires that students be six (6) years of age by September 1 of the current year to enter first grade, and five (5) years of age by September 1 of the current year for Kindergarten. Kindergarten and First grade students must show proof of age.

TRANSFER STUDENTS

Applicants must have a valid report card or records from the school previously attended. If the student has no previous school record, appropriate scholastic level will be determined by teacher-supervised testing and the ITBS results.

PHYSICAL EXAMINATIONS

A current Physical Examination by a physician is required of all students entering school for the first time and at the fifth (5th) grade. The Physical Exam form must be turned in to the school within 30 days of enrollment.

IMMUNIZATIONS

Immunization verification is required for all students as required by Louisiana immunization requirements for students (R.S. 17:170). You may request copy of these requirements at the time of registration.

PARENTAL STATEMENT

The signature on the Application Form indicates the willingness of the student(s) to follow procedures and regulations as defined by this Student Handbook. It will become the responsibility of the parent(s) to explain all procedures and regulations to the student(s).

SPECIAL NEEDS

The Greater New Orleans Christian Academy is not currently equipped or sufficiently staffed to offer continuous remedial help for children with special needs. At the time of registration please inform the school of any disabilities or social problems the child may have. Concealment of such information may be cause for dismissal.

NON-DISCRIMINATION POLICY

GNOCA admits students of any race, color, gender, handicap, national or ethnic origin, to all rights, privileges, programs and activities generally offered or made available to students. It does not discriminate on the basis of race, color, gender, or national or ethnic origin in the administration of its educational policies. (The current school facilities are not equipped to support certain physically handicapped students. At this time, approval from the school board for admittance will be required for any physically handicapped student.)

PROCESS

Students will be admitted upon approval by the school board. Since the physical facilities are limited, preference is given to those students whose parents are members of the New Orleans First and Marrero Seventh-day Adventist Churches.

In order for each child to be considered for admission, the following documents must have been submitted:

Application for admission

Medical certificate of physical examination if entering the school for the first time or fifth (5th) grade

Complete immunization records

Copy of birth certificate

Any previous academic records

Student Handbook Compliance on Application Form

Proof of payment of registration

Acceptable Computer Use Policy

PROBATION

There will be a thirty day (30) general probation period for all new students. If at the end of this time, the teacher, principal, and parents find themselves in disagreement with the practices or policies of the school, parents may be asked to withdraw their child.

SCHOLASTIC PROBATION

All new and returning students will be encouraged to maintain a “C” average or higher. Students with grades below “C” will be monitored the following nine week grading period and will be evaluated for Scholastic Probation. Scholastic Probation may result in the loss of special programs and activities until the grades reach the minimum of a “C”.

NON-CUSTODIAL PARENTS

In order to maintain a professional courtesy to the parents of children, GNOCA reserves the right to only deal with the custodial parent. A custodial parent may be required to be present when a student is being discussed with a non-custodial parent. Parent-Teacher Conferences are one per child. Therefore if both parents wish to be present, please make an effort to arrange a time that fits both parents’ schedules.

PARENT’S E-MAIL

At the time of registration parents and guardians are requested to give an email address to the teachers so that information about the school and individual students can be passed along quickly.

DRESS CODE AND GROOMING

It is GNOCA’s desire to project a positive Christian image on campus and in the community. The principles that guide our dress code are standards of excellence that encourage modesty and simplicity and a focus on learning instead of fashion. For this reason, students will be required to wear only an authorized GNOCA uniform. The GNOCA dark green polo shirts with the GNOCA logo can be purchased from the teachers.

DRESS GUIDELINES

Students are required to have good grooming habits and present a modest, wholesome, and healthy Christian appearance. All students should observe habits of cleanliness and wear clothing that is neither too tight or body revealing. All clothing should be clean, loose-fitting, and neat.

In God’s eyes, the inward adorning of a meek and quiet spirit is “of great price” as opposed to the outward adorning of “wearing of gold” and the “putting on of apparel” (I Peter 3:3, 4). Therefore, jewelry such as earrings, necklace, bracelets, rings, or in any form (including jewelry made from cloth, yarn, etc.), excessive cosmetics, body glitter, nail polish, tattoos, body painting (pictures/emblem/logo/etc), extreme or faddish styles of clothing, items that distract, and extreme or faddish hairstyles and colors are not considered necessary and should NOT be worn to school.

Hats, caps, hoodies or sunglasses are not to be worn indoors.

The teachers reserve the right to make decisions regarding what they view as inappropriate as a situation may arise. Parents and/or students should inquire beforehand if they have any questions regarding the inappropriateness of particular attire. It is the

responsibility of parents to monitor what their children wear to school each day. If a student comes to school improperly dressed, parents will be notified and may have to come to school that day to bring alternate clothing for their child/ren. Also, teachers may have alternate clothing available for students to wear should the need arise.

UNIFORM (EVERYDAY)

Boys

Short Sleeved Shirts: Buttoned royal blue polo shirts with GNOCA logo. Undershirts must be plain white. Navy blue pants or knee length shorts. No graphics, paint, embellishments, rips, frays or holes. These must be relaxed fit (No Skinny, Baggy, Low Cut, Bell Bottoms or Hip Huggers allowed).

Girls

Short Sleeved Shirts: Buttoned royal blue polo shirts with GNOCA logo and/or plain white polo shirt. Undershirts must be plain white. Navy blue pants or knee length shorts. Checkered blue/white knee length skirts: (Shorts and skirts must be knee length). No graphics, paint, embellishments, rips frays or holes. These must be relaxed fit (No Skinny, Baggy, Low Cut, Bell Bottoms or Hip Huggers allowed).

Shoes

Plain white, black or combination of black and white shoes. No graphics, cartoon characters, paint, Hollywood theme, embellishments, etc. are allowed. (Flip flops, shoes with wheels or cleats are not to be worn at anytime). Socks are required with all types of footwear. Non-uniform days will be at the teacher's discretion with direction given provided appropriate attire for these "dress-down" days

Dealing with Dress Code

Parents will be called by teacher. Offense regarding the dress code policy may result in the teacher asking parents to bring in a suitable change of clothing or shoes during the school day or in the student being sent home for the day.

STUDENT CONDUCT AND DISCIPLINE

STUDENT CONDUCT AND DUE PROCESS

We believe that God has ordained for Christian schools to be established where our children may not only receive a scholastic training, but act as an extension of home training.

Note: School conduct and expectations begin the moment the student gets on the school bus, exits the school bus and enters the school.

1. All disrespect, disobedience, and insubordinate situations are unacceptable and shall be cause for discipline by the teacher(s) and/or school board.

2. Swearing – filthy, foul, or racially charged language will not be tolerated. Using profane, obscene, vulgar, or indecent language; indulging in lewd conduct or making lewd suggestions; possessing or displaying obscene literature is cause for discipline action by the teacher(s) and/or school board.
3. Discussion of questionable television programs, movies, or questionable places of amusement is discouraged.
4. Misbehavior during school time in any way suggesting familiarity or special friendship between males or females, and/or between the sexes, will not be allowed.
5. Respect for fellow classmates is expected. Bullying, injuring, degrading or disgracing a fellow student, and fighting of any kind is forbidden.
6. Students must not violate another student's right to privacy by touching or discussing private areas. Sexual connotations of any kind are not permitted.
7. Such behavior as note passing, classroom disturbance, eating/chewing gum, dress code violations, cheating, lying, stealing, fighting or any of the above mentioned behaviors will result in discipline as deemed appropriate by the teacher and/or school board.
8. The student is not to disseminate or undermine in any way the religious ideals of faith upheld by GNOCA.
9. Students are not to use or sell alcohol, tobacco, or illegal drugs in any form or have any of these in one's possession.
10. Students are not to gamble, bet, possess playing cards, or any other gambling device on the school grounds.
11. Students are not to be or help others to be dishonest, steal, cheat, lie, or be willfully deceptive.
12. Students are not to demand money from another student or staff member.
13. Students are not to draw profane, obscene, or vulgar pictures.
14. Students are prohibited to practice horse playing, kicking, hitting, shoving, punching, slapping, or grabbing either in playful, serious, or dangerous manner.

Items Not Permitted:

1. Popular music of the entertainment world, such as rock, rap, pop/swing, jazz, country etc. is not approved for any purpose on school grounds. Consumer electronic devices such as, MP3's, iPods, handheld games, MI etc. are not allowed at school or on school grounds and will be confiscated.
 2. Only teacher approved books and reading materials are permitted at school.
 3. Skateboards and scooters are not allowed on school property.
 4. Students must obtain permission from the teacher before bringing to school such things as pets, playthings, toys, special projects, electronic games, etc. They are to be kept in the student's designated storage area or back-pack unless permission is granted by the teacher.
 5. Squirt guns, cap guns, fireworks, matches, lighters and the like are never allowed on school property.
 6. The students are asked to refrain from bringing the following items to extra-curricular activities unless provisions have been made by the teacher: food, drinks or consumer electronic devices.
- Bringing knives or weapons or making bomb threats will result in immediate suspension with the possibility of expulsion.

CONSEQUENCES:

1. First Occurrence: Verbal Warning
2. Second Occurrence: Written note to be signed by the parent(s)/guardian(s) and turned in the next school day. (Yellow form)
3. Third Occurrence: Suspension (1 or 2 days in school suspension)
4. Forth Occurrence: Suspension (1 or 2 days out of school suspension)
5. Fifth Occurrence: Expulsion

CLEANLINESS

Gum chewing and the possession of sticky play substances such as Smud, Slime etc. is a problem in any facility trying to keep desks, chairs, hallways and all carpeted areas clean. If a student violates this maintenance code, or in any other way defaces school properties there may be fines levied to cover the potential cleaning costs. A \$5.00 fine may be assessed for persistent gum chewing within the school premises. Students may be involved in cleaning up areas blemished. Food or drinks are not to be consumed in hallways or bathrooms, especially during breaks to the bathroom. Textbooks, clothing and other personal belongings are to be kept in designated places at all times. Such items left lying around may be confiscated and fines assessed. Desks are to be cleaned daily.

PROPERTY DAMAGE

Any misuse, breakage or destruction of school or personal property will result in a charge to those responsible. Full payment for damage will be required. Schoolbooks or library books which are marred beyond normal usage will be charged according to the damage done. Full payment will be required for all books that are lost.

INFRACTIONS

Parents may be called to pick up their child if misbehavior becomes unusually excessive. If behavior warrants such action, individual suspensions may be given at the discretion of the teachers or the School Board. Parents may be asked to appear before the Board if more serious problems occur.

ATTENDANCE

SCHOOL HOURS

School will be held Monday through Thursday, 8:00 am to 3:30 pm. and on Fridays from 8:15 am to 2:15. Dismissal time is from 3:30 to 3:45pm. GNOCA does not presently have an After School Care Program; all students must be picked up no later than 3:45 pm Monday-Thursday and 2:45 on Fridays.

SAFETY AND DISMISSAL REQUIREMENTS

Parents are requested to make arrangements for their child(ren) within 15 minutes of dismissal. When parents wish to stay and visit with each other, students should remain in their vehicles and not on the playground or in the school building. If someone other than a parent, guardian or person identified on the originally submitted Admission Form, is designated to pick up a child, a written and signed consent form (same signature as on the Admission Form) will be required before the child is released to the person's custody.

LEAVING DURING THE SCHOOL DAY

In order for a student to be taken from school during school hours, a phone call, text message or written request must be made by the parent or guardian prior to the time of pick up.(at least three days prior to the appointment) A contact number should be given in the request. If the person picking up the child is not the parent or guardian, the parent or guardian must have notified the school in writing prior to the pick up, and identification must be shown. Those picking up a student will be required to sign the sign-out form before the student is permitted to leave during school hours.

ABSENCES AND TARDIES

At GNOCA, regular and prompt attendance is a vital component to your child's education. Because Christ is the center of our school, we begin our day with worship. Beginning the day in this manner is one of the components that set us aside from public schools. In order to include this important aspect of Adventist Education, our classrooms must begin on time.

The attendance policy is outlined below:

1. School will begin each day promptly with worship.
2. All students enrolled are expected to be punctual and regular in attendance.
3. Emergencies, sickness, and/or death in the family are considered legitimate excuses for absences.
4. Written excuses are required for all absences and should be given to the teacher the day the student returns to school.

5. A student who has unexcused absences/tardiness for more than 10% (5 days) of the grading period will receive a call or letter stating the student has had a high number of absences. The school board will be advised at its next meeting.
6. Excessive absences (20% during two grading periods) may jeopardize the student's grade placement. The student may be expelled from school, if such absences are not deemed excused absences as noted.
7. Enrolled students are expected to attend the following school functions as necessary: extra curricular activities, special programs, field trips, class graduation, and/or music programs.
Students who have an excessive number of unexcused absences will be asked, with their parents, to appear before the principal and school board chairperson to discuss a remedy of the situation. Students may be asked to withdraw, or the parents may be asked to pay a re-registration fee, if the situation is not rectified.
8. Students who have head lice, strep throat, influenza, measles, chicken pox, mumps, a fever, or have been vomiting should not come to school. Parents will be called to come and pick up their child if the student reports to school with one or more of these conditions. Students who have absences due to the above contagious diseases must bring a doctor's note clearing them to return back to school

EXCUSED VS. UNEXCUSED ABSENCES OR TARDINESS

The State of Louisiana requires the teacher to report all unexcused absences or tardiness. There is a heavy penalty if this is neglected. The student is considered absent or tardy without excuse if the parents do not call or send written explanation giving valid reasons for the absence.

Students will have a grace period of one day for each day missed to make up their missed assignments unless other arrangements have been made with the teacher. Assignments turned in late will face possible reduction on their grades. Since field trips are considered part of the curriculum and part of the learning experience, if a student is absent on that day, the teacher may deem it necessary for the student to do make up work for the learning missed that day.

Any absence in excess of two (2) consecutive days will require a written note from a licensed doctor or the parent or guardian (same signature as on the Admission Form) so that the student is not considered truant. Students are permitted a maximum of 12 unexcused absences. Students having more than 12 unexcused days of absences may forfeit their right to proceed to the next grade level.

INCLEMENT WEATHER

School may be delayed or closed due to severe weather or driving conditions. Due to the small size of GNOCA, the principal will make the final decision for delays or closings based on the current situation or feedback from the state authorities. It is suggested the parents listen to or watch the following stations:

RADIO: WWL 870 AM

WDSU TV: local NBC affiliate station

WEB SITE: www.jpss.k12.la.us or jeffemergency.wetpaint.com

COMPUTER USE

LIBRARY MATERIALS

GNOCA has a small library. All books taken from the library must be checked out according to the classroom teacher's directions.

The students may borrow library books. Students are expected to take good care of all borrowed materials and to return them when they are due back. If a book is not returned or is damaged, compensation will be expected.

COMPUTERS

All computer use will be monitored. Students are expected to use all computer equipment with diligence and care. All students using the internet must be under the supervision of a teacher or a teacher's aide. Safety measures, such as firewalls, have been instituted to ensure safe browsing of the internet and its many sites. All personal software and external storage media need to be left at home unless previously authorized by the student's teacher.

Misuse of computer time will result in consequences that will depend on the severity of the infraction.

See Appendix A for the Computer Use Policy that each student who wants to use a computer at GNOCA must sign.

CHILD ABUSE

GNOCA adheres to the Arkansas-Louisiana Conference and the State of Louisiana child maltreatment guidelines. All suspected cases will be reported to the appropriate authorities. Child maltreatment shall be defined as physical, psychological, or sexual abuse of any student by specific act or omission by a parent, guardian, or another person entrusted with the child's welfare. The purpose of this policy is to protect the best interest of the child.

Adults who intentionally threaten, injure or who use obscene or abusive language toward a student or another adult on the school premises will be asked to leave the premises immediately. The incident will be reported to the proper authorities. A restraining order may be obtained to prevent the adult from returning to the school premises.

MISCELLANEOUS

LUNCHES

At this time students will bring their lunches. Special food days are reserved for future consideration (i.e. a pizza party). When preparing your child's lunch please keep in mind the principles of the Seventh-Day Adventist Church and its health message. Recognizing that a close relationship exists between a student's health habits and his or her ability to learn, that our bodies are the temple of God, and believing that the original diet given in Eden is the healthiest diet available, parents are asked to provide a well-balanced lunch for their children. The Seventh-day Adventist Church recommends a healthful vegetarian diet. However, if not a vegetarian, it is recommended that students bring only (Biblically) clean meats in their school lunch (see Deuteronomy 14 and Leviticus 11). Soda or any drinks containing caffeine are not to be brought to school.

NO FROZEN LUNCHES

The staff will not be responsible for cooking children's meals. All children's meals must be pre-pared and cooked. However, children are allowed to warm lunches in the microwave.

NOTE: School activities/socials will follow the same food standards listed above.

CELL PHONES FREE

Cell phones are not permitted or allowed to be brought to school. Students are not to use their cell phones during school hours (8:00am-4:00pm). It is best if cell phones are left at home. GNOCA will be a cell phone free all through out the day including special events and field trips.

TELEPHONE CALLS

Students cannot use the school telephone except in emergency situations. The teacher must provide permission prior to use of the telephone. Unless there is an emergency, a message may be taken and the student may call back when he/she is free. Before or after normal school hours are the times for parents to call for a student or teacher.

MEDICATIONS

A written note from the parent or physician should notify the teacher, in advance, of any prescription and non-prescription medication brought to school. Written permission for the teacher to administer such medication as well as written explanation of dosage along with last dosage given is required. The teacher must maintain possession of all medications, both prescription and non-prescription.

ACCIDENT INSURANCE

The school provides to all students a group accident insurance policy. The policy provides medical coverage for accidents occurring at school or any school functions, and while traveling to and from school. Coverage is limited to 30 minutes prior to the beginning of the school day and 30 minutes after the school day has ended. The school's insurance is secondary to the parent or guardian's insurance.

FIELD TRIPS

All students are expected to attend field trips. Field trips are an extension of classroom learning. A permission slip must be signed by a parent or guardian of the student in order to adequately provide insurance coverage. Parents may be needed to assist in transporting students to and from events. The school board must approve all field trips.

OUTDOOR SCHOOL

Outdoor school is an exciting week-long (Monday-Friday) field-based outdoor education opportunity for students in Grades 5-8 during the spring. It is held at Camp Yorktown Bay, on Lake Ouachita, near Hot Springs, Arkansas. Students experience a variety of activities in God's nature, thus strengthening their relationship with Him.

Parents will be responsible for a portion of the cost, approximately \$110. The amount will be announced several weeks before the event. This amount helps to cover transportation costs and boarding fees. Fund raisers will be conducted during the year to help cover the total cost. The amount raised will determine the parent's portion.

Attendance at the annual Outdoor School is required. Students who do not go to Outdoor School will be required to attend GNOCA and do appropriate assignments during that week.

Any parent/guardian or chaperone that attends outdoor school must assist the teaching staff with the students and/or activities.

WORSHIP SERVICES

Students will be occasionally participating in the Saturday worship services at various churches in the metropolitan area. Most presentations will be given between 10:30 and 11:00 am. Students are expected to participate in these presentations and parents are urged to attend.

BOOK BAGS

Only the student's name should be written on the book bag. No cartoon characters, graphics, paint, embellishments, etc. are allowed. A student may be asked to replace the book bag if there are other markings.

PATHFINDER AND ADVENTURER CLUBS

Your church may sponsor an Adventurer or Pathfinder Club, and some of the requirements may be fulfilled as part of the school's learning experiences. Contact your teacher(s) as to what is/can be done in this area.

BAPTISMAL CLASSES

Baptismal preparation classes may be available to all students who are age appropriate and express interest in this area. If a child is interested in preparing for baptism, the teacher should be notified and in turn will notify the pastor.

UNPRINTED POLICIES

Policies may be adopted or amended by the School Board during the school year. These policies will be announced to the students and parents via a printed notice or letter. These policies will have the same validity as those published in the student handbook. It may be necessary for teachers to vary the discipline plan to fit a particular circumstance or to affect a more positive outcome.

VISITORS

Parents, Pastors, School Board members, and ARKLA conference officials are welcome to quietly visit the classrooms at any time. All other visitors need to make prior arrangements with the teacher (s) or principal. All visitors need to check in.

HOME AND SCHOOL ASSOCIATION

The Home and School Association includes all parents, students, and teachers, along with all community members who are interested in participating in the spiritual, mental, social and physical growth of our children. A Home and School Committee, representing a cross-section of the Association, meets regularly to plan and execute activities. They also organize fund raisers that benefit the student body and the school. We welcome all who wish to assist in any way. Simply contact the Home and School coordinator, he/she will be happy to hear from you! The Home and School Association benefits all of our children, promoting a stronger and more meaningful relationship between home, church and school. Thus, it should be well supported by all.

Our active Home and School Association sponsors many fun and enjoyable activities throughout the school year.

ASBESTOS INSPECTION REPORT FOR GNOCA

A total of 35 asbestos bulk samples were collected and 48 analyses were performed utilizing Polarized Light Microscopy (PLM). Of the 48 samples analyzed seven (7) sample analyses indicated asbestos content between 2% and 3%. Subsequent analysis of the positive samples by "Point Count Procedure" determined the presence of asbestos to be less than one (1) percent by weight and, therefore, are not considered as asbestos containing material (ACM)

“Asbestos documentation is on file at the school and may be viewed upon request.”

RECOMMENDATIONS FOR ASBESTOS

No further action is required.

TEACHERS, STAFF AND VOLUNTEERS

All teachers, substitute teachers, school staff members, and chaperones including volunteers, will be required to have a background check for any criminal convictions or offenses.

STAFF

Rodil Capobres, Principal. Has a Denominational Professional Certificate.
Teaches grades in Elementary and Junior Academy, 5-8 Classroom Adviser
Junior Academy: Language Arts, Bible, Math, Social Studies, Health, Technology, and Biology.

Recipient of Excellent Teacher Award by Southwestern Union Conference year 2017.

Credentialed Commissioned Teacher

Sheila Joy Capobres, Teacher. Has a Denominational Professional Certificate.
Teaches grades in Elementary and Junior Academy. K-4 Classroom Adviser
Junior Academy: Language Arts, Bible, Math, Social Studies, Health, and Physical Science.

Recipient of Excellent Teacher Award by Southwestern Union Conference year 2012 and recently 2024

Credentialed Commissioned Teacher

Hannah Coleen Capobres, Substitute and Volunteer Music teacher. A multi-instrumentalist. Specializes in the violin, piano, and guitar. Adventist Youth leader and Praise team coordinator, New Orleans First Seventh-day Adventist Church.

Currently working with a Degree in Education major in Piano Performance

Elder E.J. Collins, Church Pastor, New Orleans First Seventh-day Adventist Church. Chairperson. GNOCA School Board

APPENDIX A and b

Acceptable Use Policy
Information Technology Resources
Greater New Orleans Christian Academy

The Greater New Orleans Christian Academy is pleased to offer students access to the school's information technology resources, including the computer and Internet, for educational purposes. To gain access to these resources, the legal parent/guardian and student must sign and return this form to the school.

The Internet is a powerful resource for expanding the educational experience of each student. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with internet users throughout the world. Unfortunately, it is true that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or offensive. We believe, however, that the benefits to students in the form of information resources and opportunities for collaboration exceed any disadvantages and, therefore, choose to make the Internet available to our students. But because parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources, we respect each family's right to decide whether or not to apply for access.

The school's information technology resources are for educational purposes only. Since they are provided for students to conduct research and communicate with others, access is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege—not a right. Access entails responsibility. School staff may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Students will adhere to Christian principles and will:

- Respect and safeguard the privacy of themselves and others.

- Use only assigned accounts.

- Not view, use or copy passwords, data, or networks in which they are not authorized. Not share private information about others or themselves.

Respect and safeguard the integrity, availability, and security of all electronics.

- Observe all posted security practices.

- Report security risks or violations to a teacher.

- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.

Conserve, protect and do not share these resources with other students and internet users.

Respect and safeguard the intellectual property of others.

Not infringe copyrights.

Not plagiarize.

Respect and practice the principles of community.

Communicate only in ways that are kind and respectful.

Report threatening or discomfoting materials to a teacher.

Not intentionally access, transmit, copy or create materials that violate Christian principles or that are illegal (such as messages that are threatening, rude, discriminatory, harassing, stolen, illegal copies of copyrighted works, etc.)

Not use the resources to further other acts that are criminal or violate the school's principles.

Not send spam, chain letters, or other mass unsolicited mailings.

Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Violations of these rules may result in a loss of a student's privileges to use the school's information technology resources, as well as other disciplinary or legal action.

School administrators and other authorized individuals monitor the use of information technology resources to help confirm that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information technology resources in order to further safeguard the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

The Individuals with Disabilities Education Act

https://www2.ed.gov/admins/lead/speced/privateschools/report_pg2.html

Your signature below affirms your understanding of, and agreement to abide by, this Acceptable Use Policy. Any violation of the standard as set forth herein may result in the immediate termination of the student's access to the school's information technology resources and/or other disciplinary action.

Student Name (please print)	Student Signature	Grade	Date
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Parent/Guardian Name (please print)	Parent/Guardian Signature	Date
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Parent(s)/guardian please sign below indicating that you have read the 2018-2019 School Handbook, detach this page and return it to the teacher.

I have read the GNOCA School Handbook and I understand the policies, rules and information contained therein and any attached sub policies.

Parent/Guardian Signature _____ Date _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____