



RYAN WALTERS
STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

MEMORANDUM

TO: The Honorable Members of the State Board of Education

FROM: Ryan Walters

DATE: November 21, 2024

SUBJECT: Lindsey Nicole Henry Scholarship

Private School Great Plains Christian School (GPCS) request approval to participate in the Lindsey Nicole Henry Scholarship for Students with Disabilities program. Accreditation is pending approval by the State Board of Education (SBE) during their November meeting.

As enrollment increases, GPCSL will offer special education services. A certified special education teacher will work part-time with students during the 2024-2025 school year. She will provide support both in regular classrooms and through one-on-one sessions.

Included is compliance documentation that meets certain criteria in the application.

- Criteria 1: Fiscal Soundness – McCurtain & Associates and Insurance Letter
- Criteria 2: Non-Discrimination – GPCS School Policy Manual
- Criteria 3: Health and Safety – GPCS School Policy Manual
- Criteria 4: Academic Accountability – GPCS School Policy Manual
- Criteria 5: Teacher Requirements – GPCS School Policy Manual
- Criteria 6: State laws and disciplinary procedures – GPCS School Policy Manual
- Criteria 7: Accreditation – Pending SBE Approval

RW/se



Great Plains Chrisitan School

K-12th

NAME OF PRIVATE SCHOOL

GRADE LEVELS

730 CR 1330

Chickasha

OK

73018

ADDRESS

CITY

STATE

ZIP

405-596-0406

N/A

PHONE NUMBER

WEBSITE ADDRESS

Julia Miller

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

Julia Miller

greatplainschristianschool@outlook.com

LNH CONTACT PERSON

CONTACT EMAIL

The Lindsey Nicole Henry (LNH) Scholarship Act requires, in part, that participating schools are located in Oklahoma and meet certain criteria prior to being approved. The school must provide supporting documentation that demonstrates compliance that will be reviewed by the State Board of Education (SBE) during the approval process. In many cases, the required documentation can be found in the school policies and/or school handbook.

The SBE shall approve a private school as eligible to participate in the scholarship program upon determination that the private school meets the following:

1. The private school must demonstrate fiscal soundness by having been in operation for one (1) year or providing the SBE with a statement by a certified public accountant confirming that the private school desiring to participate is insured and the owner or owners have sufficient capital or credit to operate the school for the upcoming year by serving the number of students anticipated with expected revenues from tuition and other sources that may be reasonably expected. In lieu of a statement, a surety bond or letter of credit for the amount equal to the scholarship funds for any quarter may be filed with the Oklahoma State Department of Education. **Proof of compliance required.**
2. The private school must comply with the antidiscrimination provision of 42 U.S.C. § 2000d. **Proof of compliance required.**
3. The private school must meet state and local health and safety laws and codes. **Proof of compliance required.**
4. The private school must be academically accountable to the parent or legal guardian for meeting the educational needs of the student. **Proof of compliance required.**

5. The private school must employ or contract with teachers who hold baccalaureate or higher degrees, or have at least three (3) years of teaching experience in public instruction in subjects taught. ***Proof of compliance required. A statement or excerpt from the school policies or handbook stating the educational requirement for the teaching staff is acceptable documentation.***
6. The private school must comply with all state laws relating to general regulation of private schools and adhere to the tenets of all published disciplinary procedures prior to the expulsion of a scholarship student. ***Proof of compliance required.***
7. The private school must meet the accreditation requirements set by the SBE or another accrediting association approved by the SBE. ***Submit proof of accreditation and list accreditation information in the box below.***

It was discussed at the October 24th Oklahoma State Board of Education meeting that our school will need to submit all LNH paperwork before our accreditation is approved at the November board meeting.


8. The private school must be able to provide services and/or accommodations for students with disabilities. ***Please describe in detail the services, programs and support you offer to students with disabilities in the box below.***

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 transferring from public schools will be required to submit IEP's to our school. The administration and staff will review the IEP and determine if we can meet the needs of each individual student. We will admit students on IEP's on a case by case basis. A registered nurse is available on our volunteer staff. The first floor of the building is handicapped accessible. 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.

I verify that Great Plains Chrisitan School _____ complies with all the criteria listed
NAME OF PRIVATE SCHOOL

above and will provide documentation for each as proof. The information I have provided to the SBE is correct and complete to the best of my knowledge.

Julia S. Miller

 Digitally signed by Julia S. Miller
 Date: 2024.10.28 14:39:32 -05'00'

10-28-24

SIGNATURE

DATE

Complete application and required documents may be emailed to stacy.eden@sde.ok.gov.

Contact Stacy Eden at (405) 521-4876 for additional Lindsey Nicole Henry Scholarship information.

McCurtain & Associates, Inc.

4334 NW Expressway, Suite 275
Oklahoma City, OK 73116
(405) 608-0285; Fax (405) 608-0287

October 22, 2024

Re: LNH Scholarship

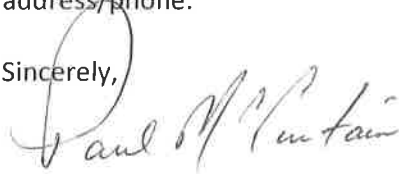
To Whom it May Concern:

As the tax accountant for James Caraway Christian Academy, Inc. (doing business as Great Plains Christian School) I am writing at the request of Tracy Caraway, Director regarding the school's financial status. Based upon the information provided to me, it appears that the school currently has sufficient capital to operate the school for the 2024-2025 school fiscal year ending 6/30/2025.

Great Plains Christian School is insured through Brotherhood Mutual Insurance Services, LLC underwritten by Scottsdale Insurance Company. The proof of insurance is attached.

If you require any additional information, please do not hesitate to contact me at the letterhead address/phone.

Sincerely,

A handwritten signature in cursive script that reads "Paul McCurtain". The signature is written in dark ink and is positioned to the right of the word "Sincerely,".

Paul McCurtain, EA

Cc: James Caraway Christian Academy, Inc.

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

Statement of Nondiscrimination

Great Plains Christian School 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.

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 always to be diligently 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

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.

"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/I 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

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.
-

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.

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.

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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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

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 Requirements

Full time teachers are required to have a bachelor's degree or higher and at least three years experience in the subjects taught.

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

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 their 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.

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
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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 Do's 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
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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.

Criteria 7: Accreditation

Pending approval by the State Board of Education during their November meeting.