



Greater New Orleans Christian Academy SCHOOL HANDBOOK

2026-2027

(Revised September 2026)

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

“Train up a child in the way he should go: and when he is old he will not depart from it.”

- Proverbs 22:6

“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, pp.18, 19

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GOALS OF ADVENTIST EDUCATION

1. Acceptance of God and His Word

Surrender one's whole life to God through conversion; use the Bible as a basis for relationship with Jesus Christ and a guide in all areas of life.

2. Commitment to the Church

Desire to know, live out, and share the basic tenets of the Seventh-day Adventist Church

3. Family and Interpersonal Relationships

Develop a sense of self-worth, along with skills in interpersonal relationships needed in meeting the responsibilities of family memberships, and respond with sensitivity to the needs of others.

4. Responsible Citizenship

Develop an understanding of multi-cultural diversity and historical heritage, and a working knowledge of governmental processes, while affirming a belief in the dignity and worth of others and a responsibility for one's local, national, and global environments.

5. Healthy Balanced Living

Accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.

6. Intellectual Development

Adopt a systematic, logical approach to decision-making and problem-solving based on a body of scientific, mathematical, and historical knowledge, within the context of a biblical perspective.

7. Communication Skills

Acquire optimum competency in verbal and nonverbal communication, in the use of information technology, and in effective communication of one's faith.

8. Life Skills

Function responsibly in the everyday workday using Christian principles of stewardship,

economy, and personal management.

9. Aesthetic Appreciation

Develop an appreciation of the beautiful, both in God's creation and in human expression, while nurturing individual ability in the fine arts.

10. Career and Service

Develop a strong work ethic and an appreciation of the dignity of service, along with an awareness of career options and opportunities, as they relate to one's personal involvement in the mission of the church.

ADMISSION POLICIES

Admissions Statement

GNOCA welcomes students who are committed to learning within a Christian Seventh-day Adventist educational environment. While students are not required to be Christian or members of the Seventh-day Adventist Church, they must agree to support and follow all school policies, and conduct themselves in a manner consistent with the school's values and standards.

Non-Discrimination Policy

GNOCA admits students of any race, color, gender, national or ethnic origin, or disability to all the rights, privileges, programs, and activities generally made available to students at the school. GNOCA does not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of its educational policies or school programs.

Please note that the current school facilities are not fully equipped to accommodate certain physical disabilities. Therefore, admission of physically handicapped students will require prior approval from the school board.

Student Conduct and Admissions Policy

GNOCA is committed to providing a Christ-centered education rooted in the beliefs and values of the Seventh-day Adventist Church. In order to maintain our distinctly Christian environment, GNOCA reserves the right to deny admission to, or discontinue enrollment of, students whose conduct, lifestyle choices, or promotion of ideas are inconsistent with the biblical principles upheld by the Seventh-day Adventist Church.

It is essential that all students and families understand and support the values and standards upon which our educational environment is based.

Age Requirements

GNOCA requires students to be six (6) years old by September 1 of the current school year to enroll in first grade, and five (5) years old by September 1 to enroll in Kindergarten. Proof of age is required for all Kindergarten and first-grade students.

Transfer Students

Applicants must provide a valid report card or official records from their previous school. If no prior school records are available, the student's appropriate scholastic level will be determined through teacher-supervised testing and the MAP (Measure of Academic Progress) results.

Admissions Process

Admission to GNOCA is subject to review and approval by the school board for final admission.

Required Documents for Admission

To be considered for admission, the following documents must be submitted:

1. Completed Application Packet
2. Medical certificate of physical examination
3. Complete immunization records
4. Copy of birth certificate
5. Previous academic records (if applicable)
6. Proof of Payments: Registration Fee/August Tuition Fee
7. For all 5th Graders(old/new): Medical certificate of physical examination

Parental Statement

By signing the Application Form, parents and guardians indicate their willingness for their student(s) to follow the procedures and regulations outlined in this School Handbook. It is the parents' responsibility to explain these procedures and regulations to their child.

Special Needs

GNOCA is not currently equipped or staffed to provide continuous remedial support for students with special needs. Please inform the school of any disabilities or social

challenges your child may have at the time of registration. Failure to disclose such information may result in dismissal.

General Probation

All new students are subject to a thirty (30) day general probation period. During this time, the school will assess the student's adjustment and alignment with GNOCA's values, expectations, and policies. If, at the end of the probationary period, 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.

GENERAL INFORMATION

School Ownership and Governance

GNOCA is owned by the Arkansas-Louisiana Conference (ARKLA) of Seventh-day Adventists and operated by the New Orleans First Seventh-day Adventist Church.

GNOCA is part of a broader educational and organizational structure within the Seventh-day Adventist Church. The state of Louisiana is one of five states comprising the Southwestern Union Conference, which is one of nine union conferences within the North American Division of Seventh-day Adventists. Globally, the North American Division is one of thirteen divisions that make up the worldwide Seventh-day Adventist Church. The Adventist education system is recognized as the second-largest Christian school system in the world.

Accreditation and Staffing

In alignment with our accreditation standards, all teaching staff at GNOCA are required to hold a degree in Education and must be endorsed by the Southwestern Union Conference of Seventh-day Adventists. The school operates under the supervision and guidance of the Education Department of the ARKLA Conference.

Mission and Philosophy

GNOCA exists to meet the educational needs of local youth by providing a high-quality academic experience in a safe, loving, diverse, and 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. GNOCA operates in harmony with the educational principles of both the Seventh-day Adventist Church and the State of Louisiana. Any school-aged child seeking a Christian education will be considered as potential student.

Our dedicated teaching staff is committed to nurturing excellence in the following areas:

- Developing a personal relationship with Jesus Christ
- Academic achievement
- Interpersonal skills and personal responsibility
- Citizenship and social responsibility
- Physical, mental, and spiritual development
- Character formation and strong moral and ethical values

Spiritual and Educational Philosophy

At GNOCA, a knowledge of God, His plan for redemption, and the potential for each student to be restored in His image are foundational to the entire educational experience. Students are regularly given the opportunity to accept Jesus Christ as their personal Savior and are encouraged to develop a personal commitment to sharing the gospel with the world in preparation for Christ's soon return.

As a Seventh-day Adventist institution, GNOCA affirms the infinite worth of every individual. Our goal is to foster a learning environment where students can develop a strong, positive self-image rooted in their identity in Christ. Academic excellence is emphasized by challenging students to reach their full intellectual potential.

Physical and health education at GNOCA reflect our belief that the human body is the temple of God. Students are taught to value healthy living and are encouraged to take personal responsibility for their physical well-being.

We also promote active citizenship by encouraging students to contribute positively to their communities, to appreciate cultural diversity, to engage thoughtfully with scientific and technological progress, and to show respect and compassion for all people.

Curriculum Philosophy and Values

At GNOCA, it is our intentional goal to integrate Biblical values throughout every aspect of the student learning experience. This is achieved through thoughtful teaching methods and a dedicated staff who understand and honor the privileges given to Seventh-day Adventist Christians.

Our key objectives include:

- Providing a high-quality, well-rounded curriculum
- Teaching foundational Bible truths
- Offering students the opportunity to choose to follow Jesus, deepen their relationship with Him, and serve others
- Maintaining a loving and safe learning environment
- Encouraging open communication between students, parents, and staff

As a Bible-based Christian school, GNOCA does not participate in extra-Biblical celebrations such as Halloween or Mardi Gras. Additionally, we do not use symbols like Easter bunnies, Easter eggs, or Santa Claus in connection with Christian holidays. Instead, we focus on teaching students the true meaning and spiritual significance of these occasions. We encourage parents to explain to their children the reasons behind our school's practices and perspectives.

“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

ACADEMICS

Staff Qualifications

All teachers at GNOCA are certified by the Arkansas-Louisiana Conference (ARKLA). Additionally, all staff members are Seventh-day Adventists in good and regular standing within their local congregations.

Academic Expectations

At GNOCA, we uphold high academic standards and believe that every class is important. With the support and encouragement of both teachers and parents, students are motivated to strive for academic excellence.

Curriculum Overview

GNOCA follows the Small School Curriculum adopted by the Arkansas-Louisiana

Conference of Seventh-day Adventists (ARKLA) - Education Department. This curriculum places strong emphasis on foundational skills in Reading, Mathematics, and Language Arts, recognizing that proficiency in these areas is essential for success across all subjects.

In addition to these core areas, students study Bible, Social Studies, Science, Health, Handwriting, Music, Art, Physical Education, and Technology as part of a well-rounded education.

In keeping with the guidance of Ellen G. White, GNOCA has recently incorporated gardening into the regular course of study, providing students with practical, hands-on learning experiences.

MAP Testing

Students in grades Kindergarten through 8th grade will take the nationally standardized MAP (Measures of Academic Progress) Test three times a year—in the Fall, Winter, and Spring.

The school advised not to schedule doctor's appointments or other absences during MAP Test days whenever possible.

Homework Policy

Much of the day's schoolwork is completed under teacher supervision during school hours; however, some assignments will require completion outside of class. When used effectively, homework provides students with the opportunity to independently apply classroom learning and helps develop responsibility, good work habits, and time management skills.

All students are expected to submit homework assignments on time. Late submissions may result in disciplinary action at the teacher's discretion.

In the event of an excused absence, students will be allowed one day for each day missed to complete and turn in missed assignments.

Acceleration and Retention

Decisions regarding the acceleration or retention of a student are made on an individual basis, in accordance with the Southwestern Union Conference Education Policy. The final determination is made by the school in collaboration with the parents and the Arkansas-Louisiana Conference (ARKLA) Education Department.

Evaluation Academic performance is updated regularly and is accessible to parents 24/7 through [AE Connect](#). Each student and their parents will receive a unique username and

password to access the online portal. Hard copies of report cards are available upon request.

Scholastic Probation

Both new and returning students are expected to maintain a minimum of “C” average. Students falling below this academic standard will be monitored during the following nine-week grading period and may be placed on Scholastic Probation. During this probation period, participation in certain programs or extracurricular activities may be restricted until the student achieves at least a “C” average in all subjects.

Parent Communication

Teachers, administration, and staff recognize the importance of maintaining open and ongoing communication with parents. We welcome opportunities to discuss your child’s welfare and academic progress.

Parent-teacher conferences may be scheduled at anytime, as needed to encourage meaningful dialogue and address any questions or concerns. In addition to these formal meetings, parents are encouraged to maintain regular communication with their child’s teacher in a manner that does not disrupt classroom instruction.

Non-Custodial Parents

In matters involving student welfare, GNOCA reserves the right to communicate primarily with the custodial parent. A custodial parent may be required to be present if a non-custodial parent requests to discuss the student. Parent-teacher conferences are limited to one per student. If both parents wish to attend, they are encouraged to coordinate a mutually convenient time.

Social Development

Kindergarten Behavioral Criteria

- #1 Shows courtesy and consideration to children and adults.**
Always uses kind words and actions. Says “please,” “thank you,” and “excuse me,” listens to others, take turns, and willingly helps friends and adults.
- #2 Solves problem appropriately.**
Consistently stays calm, uses words to explain the problem, listens to others, and chooses a kind and appropriate solution independently.

- #3 Works and plays cooperatively.**
Consistently works and plays happily with others, shares, takes turns, listen to ideas, helps classmates, and encourages others without being reminded.
- #4 Stays on task.**
Consistently stays focused, follows directions, and completes activities independently with little or no redirection.
- #5 Follows classroom rules and procedures.**
Consistently follows classroom rules and routines independently and reminds others in a kind and helpful way.
- #6 Uses classroom materials purposefully.**
Consistently uses classroom materials correctly, carefully, and for their intended purpose. Takes responsibility for materials and helps keep the classroom organized.
- #7 Shows initiative and self-direction.**
Consistently begins tasks independently, follows directions, makes good choices, and looks for ways to help without being asked.
- #8 Strives to do personal best.**
Consistently gives their best effort, takes pride in their work, keeps trying when something is difficult, and completes work carefully without giving up.
- #9 Follows Directions.**
Consistently follow directions promptly and correctly without reminders. Demonstrates understanding and takes initiative to follow instructions.
- #10 Adheres to safety procedures**
Consistently follows safety rules independently, makes safe choices, and helps keep others safe without being reminded.
- #11 Listens actively.**
Consistently listens attentively, looks toward the speaker, follows directions the first time, and responds appropriately without reminders.

Grades 1-8 Behavioral Criteria

- #1 Demonstrate respectful behavior.**
Consistently demonstrates respect toward God, teachers, staff, classmates, and school property.

- #2 Accepts responsibility for own behavior and materials.**
Consistently accepts responsibility for actions, assignments, belongings, and duties.
- #3 Follows Directions.**
Consistently follow directions promptly and correctly without reminders.
Demonstrates understanding and takes initiative to follow instructions.
- #4 Does quality work.**
Consistently completes work carefully, accurately, and thoroughly. Takes pride in work and independently checks for quality before submitting.
- #5 Interacts cooperatively.**
Consistently works well with others and contributes positively to the school environment.
- #6 Works productively in a group.**
Consistently, works cooperatively respectfully, and responsible with group members, Actively contributes ideas, listens to others, stays focused, and helps the group accomplish its goals without needing reminders.
- #7 Exhibits self-control.**
Consistently demonstrates appropriate self-control, attitude, and behavior.
- #8 Practices fair play.**
Consistently demonstrates fairness, honesty, good sportsmanship, and respect for others, follows rules, and encourages others.
- #9 Uses time wisely.**
Consistently uses class and activity time wisely. Begin tasks promptly, stays focused, avoids unnecessary distractions, and completes work within the allotted time without reminders.
- #10 Expresses a positive attitude.**
Consistently demonstrates a positive, respectful, and encouraging attitude.
Approaches learning and activities with enthusiasm, responds well to challenges, and encourages others.
- #11 Observes rules and procedures.**
Consistently follows school and classroom rules without reminders. Demonstrates responsibility and sets a positive example for others.

Student Conduct Assessment

Students' conduct is assessed daily based on the school's established rules, expectations,

and behavioral criteria. The purpose of this assessment is to encourage students to develop responsibility, respect, self-discipline, and Christ-like character.

Any violation of school rules or behavioral expectations will be documented and tallied as part of the student's weekly conduct record. At the end of each week, parents/guardians will receive a *Weekly Conduct Report* summarizing their child's conduct and any concerns noted during the week.

Conduct grades will be reported weekly as follows:

Score	Daily Conduct	Description
4	E = Excellent (K) O = Outstanding (1-8)	Consistently demonstrates excellent conduct independently.
3	S = Satisfactory	Meets expectations with minimal reminders.
2	N = Needs Improvement	Requires several reminders or corrections.
1	U = Unsatisfactory	Repeated or serious violations of school expectations.
0	SC = Serious Concern	Serious violation requiring immediate intervention and/or parent contact.

These conduct grades reflect the student's overall behavior and adherence to school expectations during the reporting period.

Parents/guardians are encouraged to communicate with the school whenever they have questions or concerns regarding their child's conduct. A **Parent-Teacher Conference (PTC)** may be requested when further discussion or collaboration is needed to support the student's growth and development.

The school appreciates the partnership of parents/guardians in helping students grow not only academically, but also in character, responsibility, and Christian conduct.

ATTENDANCE POLICY

School begins promptly each day. All enrolled students are expected to be punctual and maintain regular attendance.

School Hours	Monday through Thursday	8:00 a.m. to 3:00 p.m.
	Friday	8:00 a.m. to 12:00 noon

After School Care

All students must be picked up no later than 3:00 p.m. Monday through Thursday, and by 12:00 noon on Fridays. A \$5 late fee will be charged if pick-up occurs more than 15 minutes after dismissal, with an additional \$5 fee for each subsequent hour.

Safety and Dismissal Requirements

Parents are asked to arrange for their child to be picked up within 15 minutes of dismissal. If parents wish to socialize after school, students should remain in their vehicles and not on the playground or inside the school building.

If someone other than a parent, guardian, or an authorized person listed on the Admission Form is designated to pick up a student, a written and signed consent form (with the same signature as on the Admission Form) must be submitted before the child will be released.

Leaving During the School Day

To pick up a student during school hours, the parent or guardian must provide prior notice via phone call, text, or written request at least one day before the appointment.

If the person picking up the student is not the parent or guardian, prior written authorization must be given to the school, and the person must present valid identification.

Absences and Tardies

GNOCA follow the General Guidelines set forth by the local school system such as the Jefferson Parish School.

- ▶ **Compulsory Attendance:** Per state law and Jefferson Parish Schools policy, children from their 7th birthday until their 18th birthday must attend school regularly.
- ▶ **Tardy Definition:** Usually defined as not being in the classroom and prepared when tardy bell rings. Arriving significantly late (often past mid-morning , such as 10:30 AM) converts the tardy into a half-day absence.
- ▶ **Disciplinary Actions for Tardies:** Progressive Consequences often start with warnings for the first few infractions, moving to detentions, or in-school suspension for repeated unexcused tardiness.

► Types of Absences

1. Exempted and Excused: Absences like documented doctor appointments, extended illness with a doctor's note, or court appearances, do not count against attendance requirements, and students can make up missed work.

2. Non-Exempt and Excused: Personal illness back by parental notes allow students to make up work, but missed instructional time is factored into attendance requirements.

3. Unexcused Absences: Absences with our proper parent or doctor verification count toward truancy limits and potential loss of credit.

► **Disciplinary Actions for Tardies:** Progressive Consequences often start with warnings for the first few infractions, moving to detentions, or in-school suspension for repeated unexcused tardiness.

► **Truancy and Retention:** Accumulating unexcused absences beyond a threshold (frequently 14 to 15 unexcused absences) can trigger truancy referrals or student retention for the academic year.

► **School Functions:** Students are expected to attend necessary school functions such as extracurricular activities, special programs, field trips, class graduations, and music programs. School Functions are counted as one (1) school day.

► Excessive Unexcused Absences Procedure

Students with excessive unexcused absences will be required, along with their parents, to meet with the principal and school board chairperson to discuss solutions. If the situation is not resolved, students may be asked to withdraw

► Contagious Conditions

Students exhibiting contagious conditions such as head lice, strep throat, influenza, measles, chickenpox, mumps, fever, or vomiting should not attend school. Parents will be contacted to pick up their child if these conditions are present. A doctor's note clearing the student for return is required after absences due to contagious illnesses.

► Doctor's Appointments and Absences

Parents or guardians are required to notify the school at least one (1) day in advance when a student will be absent due to a scheduled doctor's appointment.

If the student is expected to return to school the following school day, a doctor's note should be provided to the school upon the student's return. The note should indicate that

the student was seen by the healthcare provider and is cleared to return to school, when applicable.

For unexpected medical appointments or emergencies, parents or guardians should notify the school as soon as possible, preferably before the beginning of the school day.

School Entrance and Late Arrival

For the safety, security, and orderly operation of the school, the following entrance procedures shall be observed:

- Main Entrance Locking Time. The main school entrance will be locked promptly at exactly 8:05 am. Students are expected to arrive at school on time and be ready for the school day before this time.

- Late Arrival After 8:05 a.m. Students arriving after 8:05 a.m. will not be permitted to enter through the main entrance. They must use the designated Fire Exit Access Door located at the back of the church for late arrival.

- Late-Arrival Access Process. Upon arriving at school after 8:05 a.m., the parent or guardian must (for security purposes) text the teachers to inform them that the student has arrived late, and must enter through the Fire-Exit Access Door.

- Parent/Guardian Responsibility. Parents and guardians must not send their children up alone or leave the school premises before the student has safely entered the school premise.

GUIDELINES FOR PARENTS

“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

Parental Support

The success of Greater New Orleans Christian Academy (GNOCA) greatly depends on the support parents provide to their children. The following guidelines can help create a positive and productive home environment for learning:

1. Maintain a positive and constructive home life.

2. Encourage a positive attitude toward homework and ensure your student has enough time to complete assignments.
3. Provide a quiet, well-lit study space with necessary supplies such as pencils, paper, books, dictionary, ruler, etc. Establish a regular homework schedule.
4. Set family rules limiting usage of phone, TV, electronic games, and similar devices to prevent interference with homework and study time.
5. Enforce a consistent bedtime to allow 8–10 hours of sleep, with at least 2–3 hours of sleep before midnight.
6. Hold regular family worships, including prayer and Bible study.
7. Promote healthy eating habits.
8. Check all papers and homework for accuracy and neatness.
9. Encourage students to keep their book bags and rooms tidy, fostering good habits that extend to the classroom.
10. Pray for your child’s teacher and maintain close communication with school staff.

Encourage Good Study Habit

To support your child’s academic success, encourage the following study habits:

1. Foster a positive attitude toward studying, classmates, and teachers.
2. Remind your child that learning requires effort and attention.
3. Ensure the study area is quiet and well-lit.
4. Encourage reading assignments first for an overview, then re-reading for details.
5. Help your child create and follow a regular study schedule.
6. Ensure homework is legible—if parents cannot read it, teachers cannot either.

Support Respect for Authority

Instill respect and cooperation by:

1. Teaching your child to understand the teacher’s role as a parent figure during school hours.

2. Encouraging respect for laws, authority, others' rights, and private and public property.
3. Supporting prompt and regular school attendance and adherence to school policies.
4. Supporting teachers in their efforts to maintain discipline for the child's best interest.

Supplies and Materials

Upon admission, teachers will provide a list of required supplies. It is the responsibility of parents to ensure their child has all necessary items before the first day of class.

Lunch and Delivery Policy

• Lunch Recommendation

When preparing your child's lunch, please keep in mind the health principles of the Seventh-day Adventist Church. We recognize the strong connection between healthy lifestyle habits and a student's ability to learn. As our bodies are the temple of God, and in alignment with the original diet given in Eden, parents are encouraged to provide a well-balanced, nutritious lunch.

1. A healthful vegetarian diet is being promoted by the Seventh-day Adventist Church. However, if non-vegetarian options are chosen, parents are asked to include only *Biblically clean meats* as outlined in Leviticus 11 and Deuteronomy 14 (pork, crawfish, shrimps, etc. are not permitted).

2. Healthy drinks are advised like smoothies, milk, and fruit juices. Caffeinated beverages are not allowed. Bringing soda to school is discouraged, but on special occasions when it is permitted, sugar-free/non-caffeinated options are acceptable.

3. Frozen Lunches. Staff members are not responsible for cooking or preparing student meals. All meals must be fully prepared and cooked at home. Students may use the microwave to warm up their lunches if needed.

Note: All school-related activities and socials will follow the same food and dietary standards listed above.

• Lunch Delivery

For the safety and security of our students and staff, parents and guardians are required to provide their child's lunch upon arrival at school in the morning.

Lunches should not be delivered or brought to the school during instructional hours.

In rare circumstances, a lunch delivery may be permitted when it is approved in advance by the school administration due to an emergency, medical need, or other circumstance determined by the administration to warrant an exception.

An authorized lunch delivery does not include a forgotten lunch, a student changing their lunch preference, or a parent choosing to bring lunch after the school day has begun.

Parents should plan ahead and ensure that students arrive at school prepared with their lunch.

When an exception is approved, parents must follow all school check-in and security procedures and may not proceed directly to the classroom or student.

Unscheduled or unauthorized lunch deliveries will not be accepted during instructional hours. This policy is intended to minimize disruptions to learning and maintain a safe, secure, and orderly school environment.

COMPLAINT PROCEDURE

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 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 contact.

DRESS CODE AND GROOMING

School Uniform Policy (Everyday Attire)

At GNOCA, all students are expected to wear the designated school uniform each day unless otherwise specified for a special event or non-uniform day. The goal of the uniform policy is to promote unity, modesty, and a focused learning environment.

Boys' Uniform (For Upper and Lower Grades)

- Royal blue short-sleeved collard polo shirts with GNOCA logo. Plain white undershirts are permitted.
- Navy blue relaxed fit pants.
- Not Allowed: Skinny, baggy, low-cut, bell-bottoms, hip huggers, or items with graphics, paint, embellishments, rips, frays, or holes.
- GNOCA logo can be purchased only at GNOCA

Girls' Uniform

Available at *Schiro School Time*, 5008 West Esplanade Ave., Metairie LA
Under *Crescent City School*.

- Lower Grades: Round collar white blouse/Plaid jumper (knee-length or longer) w/ GNOCA logo.
- Upper Graders: White collard polo shirts with GNOCA logo. Plain white undershirts are permitted/Plaid skirt (knee-length or longer).
- GNOCA logo can be purchased only at GNOCA.

Footwear

- **Shoes**: Color - navy blue or plain white/black, or a combination of both.

Not Allowed: Shoes with graphics, cartoon characters, paint, embellishments, or themed designs. Flip-flops, cleats, and shoes with wheels are prohibited.
- **Socks**: Navy blue, white or black socks only

Not Allowed: mismatched pair of socks

Non-Uniform Days/Dress Down Days

Non-uniform or “dress-down” days will be scheduled at the teacher’s discretion. Clear guidelines for appropriate attire will be provided in advance.

Enforcement of Dress Code

If a student is found out of compliance with the dress code:

- The teacher will contact the parent or guardian.
- Parents may be asked to bring a change of appropriate clothing or shoes to school.
- In some cases, the student may be sent home for the day.

General Dress Guidelines

Students at GNOCA are expected to maintain good grooming habits and present a modest, wholesome, and Christ-centered appearance. Clothing and personal appearance should reflect cleanliness, modesty, and simplicity, consistent with Christian values.

General Appearance

- Clothing must be clean, neat, and loose-fitting—not tight, revealing, or suggestive.
- Students are expected to maintain personal hygiene and grooming that promotes a healthy and respectful school environment.

Jewelry and Accessories

Based on the Biblical counsel found in 1 Peter 3:3–4, which emphasizes inner beauty over outward adornment:

- **Jewelry**—including earrings, necklaces, bracelets, rings, and items made of cloth, yarn, beads, etc.—is not permitted.
- **Body adornments** such as tattoos (temporary or permanent), body painting, glitter, and logos/images drawn on skin are not allowed.
- **Cosmetics** should be minimal. Excessive makeup, body glitter, and nail polish are not permitted.

Hair and Style

- Hairstyles and hair colors should be natural, neat, and free from extreme or faddish trends.
- Clothing styles that are distracting, extreme, or culturally inappropriate for a Christian school environment are not permitted.

Headwear/Footwear

- Hats, caps, hood, and sunglasses are not to be worn inside school buildings.
- High-heeled shoes are not permissible on any school activities or dress-down days

Authority and Enforcement

Teachers and staff reserve the right to determine whether a student's appearance is appropriate. If there is any uncertainty, parents or students are encouraged to consult with school staff **before** wearing questionable items.

It is the responsibility of the parents to ensure their child is dressed appropriately each day. If a student arrives at school out of dress code:

- Parents will be notified and may be asked to bring a change of clothes.
- In some cases, teachers may provide appropriate alternate clothing for the student to wear during the school day.

General Behavior Expectations

GNOCA upholds the belief that Christian education is an extension of the home, where students not only receive academic instruction but are also guided in Christian character development. Our standards for student conduct are rooted in Biblical principles, respect for others, and the creation of a safe and nurturing environment for all.

Note: School conduct expectations begin the moment a student enters the school campus and apply throughout the school day and during all school-sponsored activities.

The following behaviors are considered unacceptable and will result in disciplinary action as deemed appropriate by the teacher, principal, and/or school board:

1. **Disrespect or Disobedience** – All forms of disrespect, disobedience, insubordination, or defiance toward staff, faculty, or fellow students are not permitted.
2. **Inappropriate Language or Material** – The use of profane, obscene, vulgar, racist, or suggestive language; lewd conduct; and possession or display
3. of obscene materials is strictly prohibited.
4. **Inappropriate Conversations** – Discussion of inappropriate television programs, movies, music, or places of amusement is discouraged.
5. **Improper Conduct Between Students** – Behavior suggesting overly familiar relationships between students of the same or opposite sex is not allowed.
6. **Bullying and Aggression** – Any form of bullying, including physical, verbal, or emotional harm; name-calling; or harassment is strictly forbidden.
7. **Invasion of Privacy/Sexual Harassment** – Students must respect personal boundaries. Touching or discussing private areas, or engaging in any behavior with sexual connotations, is not allowed.
8. **General Misconduct** – Classroom disruptions, note-passing, gum chewing, dress code violations, cheating, lying, stealing, and fighting are all considered disciplinary offenses.
9. **Undermining Faith Values** – Students may not undermine or spread views that contradict the religious principles and mission of GNOCA.
10. **Substance Use** – The use, possession, or sale of alcohol, tobacco, or illegal drugs is strictly prohibited on school grounds or during school events.
11. **Gambling and Related Items** – Gambling, betting, or possession of playing cards or any gambling-related items is not allowed.
12. **Dishonesty** – Students are expected to be honest. Cheating, stealing, lying, and deception will result in consequences.
13. **Extortion** – Demanding or coercing money or goods from another student or staff member is not permitted.
14. **Obscene Drawings or Writing** – Students may not create or display drawings, symbols, or writings that are profane, vulgar, or offensive.

- 15. Physical Contact and Horseplay** – Rough play, including horseplay, kicking, hitting, shoving, slapping, punching, or grabbing—whether playful or aggressive—is strictly prohibited.

Items Not Permitted at School

To ensure a safe, distraction-free, and spiritually focused learning environment, the following items and behaviors are **not permitted** on school property or at school-sponsored events unless specifically approved by a teacher or administrator:

1. Entertainment Media & Electronics

Popular music genres such as rock, rap, pop, swing, jazz, country, etc., are not permitted for any purpose on school grounds.

Consumer electronics—including MP3 players, iPods, handheld games, personal tablets, and similar devices—are not allowed at school and will be confiscated if found.

2. Unauthorized Reading Materials

Only teacher-approved books and reading materials are allowed on campus.

Unapproved books, magazines, or publications should not be brought to school.

3. Skateboards and Scooters

These items are not allowed on school property at any time.

4. Toys, Pets, and Special Items

Students must obtain teacher permission before bringing any of the following to school:

- Pets
- Toys
- Special projects
- Electronic games
- Any other personal items not related to instruction
Such items must remain in the student's designated storage area or backpack unless otherwise permitted by the teacher.

5. Prohibited Items

The following items are strictly forbidden on school property:

- Squirt guns, cap guns, fireworks, matches, and lighters
- Any item resembling a weapon

- Knives or any form of weapon
- Any behavior involving bomb threats
Possession or involvement with these items will result in immediate suspension and possible expulsion.

6. **Extracurricular Activities**

Students may not bring electronic devices to extracurricular events unless prior arrangements are made and approved by a teacher.

7. **Food Delivery Services**

Students are not permitted to order food through services such as Uber Eats, DoorDash, or other third-party food delivery platforms.

Cleanliness and Care of School Property

GNOCA maintains a clean, orderly, and respectful environment as part of our commitment to excellence and stewardship. Students are expected to support this standard by keeping their personal areas and common spaces clean and treating school property with care.

Cleanliness Expectations:

- **Gum Chewing & Sticky Substances**
Gum, slime, putty, "smud," or other sticky substances are **not allowed** on campus. These items damage desks, chairs, carpets, and other surfaces.
 - First Violation may result in a warning.
 - Repeated Offenses may result in a \$10.00 fine.
 - Students may be required to assist with cleanup of any messes caused.
- **Defacing or Damaging School/Church Property**
Any student who defaces or damages school/church property may be fined for cleaning, repair, or replacement costs. Serious or repeated offenses may lead to disciplinary action.
- **Food & Drink Restrictions**
Food and beverages are not to be consumed in hallways or restrooms—especially during bathroom breaks. Eating and drinking should occur only in designated areas and at appropriate times.

- **Personal Belongings**
Textbooks, clothing, and other personal items must be stored in their assigned places (cubbies, desks, backpacks, etc.). Items left unattended may be confiscated and a fine may be charged for retrieval.
 - **Daily Desk Cleaning**
Students are expected to clean and organize their desks daily. Maintaining a tidy workspace promotes personal responsibility and respect for shared resources.
- Property Damage**

Students are expected to treat all school and personal property with respect and care. Any misuse, breakage, or destruction of school property—whether intentional or due to negligence—will result in disciplinary action and full financial responsibility for the damage.

- Students will be charged for any damage beyond normal wear and tear to textbooks, library books, or other school materials.
- Full replacement cost will be required for any lost or irreparably damaged items.

Disciplinary Action

All disciplinary actions will follow a fair and respectful process. The student will be informed of the infraction and given an opportunity to explain before consequences are assigned. Parents will be notified of serious or repeated offenses, and a meeting may be scheduled if needed.

Consequences for Violations

Offense	Action Taken
First Occurrence	Verbal Warning/Written form sent home
Repeated Occurrence	Parent-Teacher Conference
Non-Compliance	Step 1: Detention or in-school suspension Step 2: 2-3 days out-of-school suspension (no school credit) Step 3: Expulsion from school

Infractions and Disciplinary Procedures

GNOCA is committed to maintaining a safe, respectful, and orderly environment. When student behavior disrupts learning or violates school rules, the following steps may be taken:

- **Parental Notification**
Parents may be called to pick up their child if behavior becomes excessively disruptive or disrespectful.
- **Detentions/Suspensions**
Individual suspensions (in-school or out-of-school) may be issued at the discretion of the teacher and/or principal **for serious behavioral violations.**
- **School Board Review**
In the case of continued or severe infractions, parents may be asked to appear before the School Board. Further disciplinary measures, including **probation, extended suspension, or expulsion**, may be considered.

INCLEMENT WEATHER

School may be delayed or closed due to severe weather or unsafe driving conditions. Because of the small size of GNOCA, the principal will make the final decision regarding delays or closures, taking into account the current situation and updates from state and local authorities.

In some cases, when conditions vary across regions or are unclear, the school may leave the decision to attend up to the parent's discretion. If a parent deems it unsafe to travel, an absence will be excused with proper notification to the school.

Parents are encouraged to monitor the following sources for the latest information:

- **Radio:** WWL 870 AM
- **TV:** WDSU (local NBC affiliate)
- **Websites:** www.jppss.k12.la.us or jeffemergency.wetpaint.com

CHILD ABUSE

GNOCA strictly adheres to the child protection guidelines established by the Arkansas-Louisiana Conference of Seventh-day Adventists and the State of Louisiana. All suspected cases of child abuse or neglect will be promptly reported to the appropriate authorities in accordance with state law.

Child maltreatment is defined as any act or failure to act by a parent, guardian, or other person entrusted with a child's care that results in physical, emotional, or sexual abuse, or neglect. This policy exists to prioritize and protect the best interests and well-being of every student.

Adults—including parents, guardians, or visitors—who intentionally threaten, harm, or use obscene, abusive, or inappropriate language toward a student or another adult while on school property will be asked to leave the premises immediately. Such incidents will be reported to the proper authorities, and the school reserves the right to seek a restraining order or take legal action to ensure the safety of its students and staff.

MISCELLANEOUS

LIBRARY MATERIALS

GNOCA maintains a small library for student use. All books must be checked out according to the procedures set by the classroom teacher. Students are encouraged to borrow library books and are expected to handle all materials with care. Books must be returned by the due date. If a book is lost, not returned, or is returned with damage beyond normal wear, the student will be expected to provide appropriate compensation or replacement.

COMPUTERS

All computer use at GNOCA is closely monitored. Students are expected to treat all computer equipment with respect, diligence, and care. Internet access is permitted only under the direct supervision of a teacher or designated staff member. Safety measures, including firewalls and content filters, are in place to help ensure a safe online experience.

Students may not bring personal software, flash drives, or other external storage devices to school unless they have received prior approval from their teacher.

Misuse of computers or internet privileges will result in disciplinary action, the severity of which will depend on the nature of the infraction.

Refer to *Appendix A: Computer Use Policy* for detailed expectations. All students must read and sign this policy before being granted access to school computers.

CELL PHONE POLICY – Cell Phone Free Environment

GNOCA is a cell phone-free school. Students are not permitted to bring or use cell phones during school hours (8:00 a.m. – 4:00 p.m.). This policy applies to the entire school day, including field trips and special events. It is strongly recommended that all cell phones be left at home. If a student is found with a phone during school hours, it will be confiscated, and a parent may be required to retrieve it.

TELEPHONE CALLS

Students may use the school telephone only in emergency situations and only with teacher permission. Non-urgent messages can be taken by the office or classroom teacher and passed along to the student. Parents are encouraged to call after school hours if they need to speak with a teacher or student, to avoid disruption of classes.

MEDICATIONS

All medications—prescription or over-the-counter—must be accompanied by a written note from a parent or physician stating:

- The name of the medication
- The dosage and frequency
- The time of the last dosage given
- Permission for the teacher to administer the medication

All medications must be given directly to the teacher and will be kept in a secure place. Students may not carry medication with them at any time during the school day.

ACCIDENT INSURANCE

GNOCA provides a group accident insurance policy for all enrolled students. This policy offers **secondary coverage** for medical expenses due to accidents that occur:

- During school hours
- While attending official school events

- While traveling to and from school

Coverage is limited to 30 minutes before and 30 minutes after the official school day. Parents are advised that the school's insurance is secondary to the student's primary insurance.

FIELD TRIPS

Field trips are an integral part of the educational experience at GNOCA and are considered extensions of classroom instruction. All students are expected to attend scheduled field trips, as they provide meaningful, hands-on learning opportunities.

- A signed permission slip from a parent or legal guardian is required for each field trip to ensure proper liability and insurance coverage.
- Parents may be asked to assist with transportation and supervision for these trips.
- All field trips must receive prior approval from the school board.

WE ARE ONE EVENT

"We Are One Event" is a unique field-based educational event for students in Grades 5–8, typically held at the Ozark Campus. It provides a Christ-centered, nature-based learning environment that helps students strengthen both academic understanding and their spiritual connection with God.

- Attendance is required for all eligible students. Students who do not attend Outdoor School are expected to be present at GNOCA during that week and will be assigned alternative classwork.
- Parents/guardians will be responsible for a portion of the cost. The amount will be announced well in advance and will help cover transportation, lodging, and program fees.

Note: Parents or guardians who attend as chaperones are expected to assist with student supervision and support the teaching staff as needed.

EDUCATION SABBATH

Students will occasionally participate in Saturday worship services at various churches throughout the metropolitan area. These events offer students the opportunity to share their faith and talents in a broader church community.

- Participation is expected, as these programs are considered part of the school's spiritual development program.
- Parental attendance is strongly encouraged for support and supervision during these services.

BAPTISMAL CLASSES

Baptismal preparation classes may be made available to students who are age-appropriate and express a personal interest in preparing for baptism.

- If a student is interested, the teacher should be informed, who will then notify the school pastor.
- These classes are optional and conducted in line with the Seventh-day Adventist Church's baptismal teachings.

UNPRINTED POLICIES

The GNOCA School Board reserves the right to adopt or revise policies during the school year as needed.

- Any new or revised policies will be communicated to students and parents through printed notices, letters, or official communication channels.
- These new policies carry the same authority and enforceability as those originally published in this handbook.
- Teachers may also make reasonable adjustments to discipline plans in order to address unique situations or promote a more positive outcome.

HOME and SCHOOL ASSOCIATION

The Home and School Association is composed of all parents, teachers, students, and community members who are committed to supporting the spiritual, academic, social, and physical development of our children.

A Home and School Committee, representing this association, meets regularly to plan events, coordinate fundraising efforts, and organize programs that benefit both students and the school.

We encourage all who are interested to get involved! Please contact the Home and School Coordinator—your participation is valued and appreciated.

The Home and School Association plays a vital role in:

- Promoting a strong partnership between home, school, and church
- Sponsoring fun, meaningful activities throughout the school year
- Enhancing the overall school community experience

Your active support makes a difference!

Teachers, Staff, and Volunteers

School Year 2026-2027

All teachers, substitute teachers, staff members, chaperones, and volunteers are required to undergo a criminal background check prior to working with students. This ensures the safety and well-being of all children entrusted to our care.

1. Sheila Joy Capobres

- Principal and Head Teacher
- Holds a Denominational Professional Certificate
- Certified to teach Elementary through Junior Academy
- Credentialed Commissioned Teacher
- A two time Recipient of the Excellent Teacher Award by the Southwestern Union Conference (2012 and 2024)
- Passionate about quality Adventist education and student character development
-

2. Pastor Rodil Capobres

- Pastor, New Orleans First Seventh-day Adventist Church
- School Board Chairperson for GNOCA
- Volunteer Teacher
- Provides spiritual leadership, school oversight, and pastoral support to students and families

3. Hannah Coleen Capobres

- Volunteer Teacher/Substitute Teacher
- A multi-instrumentalist specializing in violin and piano
- Serves as the Music and Praise Team Coordinator at NO First SDA Church
- Currently pursuing a Degree in Education, majoring in Piano Performance

2. Varsha Gusman – Home and School Leader

- Home and School Leader
- Committed to building strong school-community partnerships
- Physician Assistant/Director of PA Dept. @ Xavier University
- Preacher, Musically minded, and active member of the NO First SDA Church

3. Catherine Villars and Linda Terranova

- Volunteer Art Teachers
- Sis. Linda: Church Clerk, Music/Kitchen Coordinator of NO First SDA Church
- Sis. Catherine: Kitchen Coordinator of NO First SDA Church

4. Claudia Gerber

- Assisting in all school related activities
- Former GNOCA Parent

GNOCA SCHOOL BOARD MEMBERS SY 2026-27

Pastor Rodil Capobres, *School Board Chairman*

Sheila Joy Capobres, *School Board Secretary/GNOCA Principal*

Members: **Steve Martinez**, *Head Elder NO First SDA Church*

Joseph Maxi, *GNOCA Parent/Member Marrero SDA Church*

Linda Terranova, *Member/Clerk NO First SDA Church*

Byrtha Lacroi, *Member/Women's Ministries Leader NO First SDA Church*

ASBESTOS INSPECTION REPORT

Public Notice: Asbestos Management Plan in Place

Dear Parents, Guardians, Staff, and School Community,

In accordance with the requirements set forth by the State of Louisiana through the ****Louisiana Department of Environmental Quality (LDEQ), Office of Environmental Compliance – Air Enforcement Division****, we are providing this notice to inform you that ****asbestos-containing materials**** have been identified in specific areas of our school facility.

Please be assured that ****there is no immediate danger****, and the presence of asbestos does not pose a health risk when properly managed and maintained. Our institution has taken proactive measures to ensure the safety of our students, staff, and visitors by developing and implementing a comprehensive ****Asbestos Management Plan****.

This plan was professionally prepared by ****MMG Environmental, LLC****, a licensed and certified environmental consulting firm. The management plan includes:

- * Thorough inspection and identification of asbestos-containing materials
- * Regular monitoring and assessment protocols
- * Staff awareness and compliance training
- * Safe handling and emergency response procedures

Our school remains fully compliant with ****state and federal asbestos regulations****, and we are committed to maintaining a safe and healthy learning environment for all.

The Asbestos Management Plan is available for review upon request at the school office during normal business hours.

Should you have any questions or require further information, please do not hesitate to contact our administration.

Thank you for your continued support and trust.

Sincerely,

Pastor Rodil Capobres
School Board Chairman
Greater New Orleans Christian Academy

APPENDIX A

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.384938

Respect and practice the principles of community.

- Communicate only in ways that are kind and respectful.

- Report threatening or discomforting 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.

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

BLOODBORNE PATHOGEN Exposure Plan

School : Greater New Orleans Christian Academy (GNOCA)
Address : 4201 W. Esplanade Ave., Metairie, LA 70006
Plan Administrator : Sheila Joy Capobres (School Principal)
Preparation Date : October 8, 2026
Plan Review Date : October 8, 2027

This plan is designed to comply with OSHA's Bloodborne Pathogens Standard, 29 CFR 1910.1030.

A. Purpose

Greater New Orleans Christian Academy is committed to providing a safe and healthful environment for employees and students.

The purpose of this Bloodborne Pathogen Exposure Control Plan is to

1. Eliminate or minimize employee occupational exposure to blood and certain other body fluids;
2. Comply with OSHA's Bloodborne Pathogens Standard, 29 CFR 1910.1030.

The plan shall be accessible to employees during their work shift and shall be reviewed at least annually and whenever changes in tasks or procedures may affect occupational exposure.

B. Definitions

Bloodborne Pathogens

Microorganisms in human blood that can cause disease, including hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).

Other Potentially Infectious Materials (OPIM)

Certain human body fluids and materials that may contain bloodborne pathogens.

Occupational Exposure

Reasonably anticipated contact with blood or OPIM that may result from an employee performing his or her job duties.

Exposure Incident

A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or OPIM that occurs during an employee's duties.

Universal Precautions

Treating human blood and OPIM as though they are known to be infectious.

C. Exposure Determination

The school will determine which employees and job duties may involve occupational exposure without considering the use of personal protective equipment.

Employees who may have occupational exposure may include:

- Principal/Administrator : Cleaning up employee and student's bodily fluids, cuts, and vomit.
- Teachers : Cleaning up employee and student's bodily fluids, cuts, and vomit.
- Substitute Teachers : Occasionally, cleaning up employee and student's bodily fluids, cuts, and vomit (in the absence of teachers).
- Church Pastor : Occasionally, cleaning up employee and student's bodily fluids, cuts, and vomit.

Potentially exposed tasks include:

- Providing first aid to students or employees
- Treating cuts, nosebleeds, or other injuries involving blood
- Cleaning blood or blood-contaminated surfaces
- Handling contaminated bandages, gauze, or other materials
- Handling potentially contaminated sharps
- Responding to injuries involving broken skin
- Cleaning bodily-fluid spills when blood may be present
- Disposing of contaminated materials

OSHA requires the exposure determination to identify job classifications and, when only some employees in a classification are exposed, the specific tasks associated with exposure.

D. Universal Precautions

All blood and OPIM shall be treated as potentially infectious.

Employees shall:

1. Avoid direct contact with blood whenever possible.
2. Wear appropriate gloves when contact with blood or OPIM is reasonably anticipated.
3. Cover cuts, abrasions, or other non-intact skin.
4. Avoid touching the eyes, nose, mouth, or face while wearing contaminated gloves.
5. Wash hands immediately or as soon as feasible after removing gloves or other PPE.
6. Dispose of contaminated materials appropriately.
7. Report exposure incidents immediately to the designated school administrator.

Universal precautions are a required component of OSHA's bloodborne pathogen protections.

E. Engineering and Work and Work Practice Controls

GNOCA will use engineering and work-practice controls to eliminate or minimize exposure.

Controls include:

- Readily accessible handwashing facilities
- Disposable gloves
- Appropriate first-aid supplies
- Leak-resistant bags or containers for contaminated materials
- Appropriate sharps containers when contaminated sharps may be encountered
- Disinfectant appropriate for blood/body-fluid cleanup
- Tongs, forceps, or other tools when appropriate for handling contaminated objects
- Procedures that minimize direct contact with blood
- Proper disposal procedures

Employees shall never pick up broken glass or contaminated sharps with their bare hands.

Tongs, forceps, a brush and dustpan, or another appropriate mechanical device shall be used when appropriate.

Engineering controls shall be inspected and maintained or replaced regularly.

F. Personal Protective Equipment(PPE)

The school shall provide appropriate PPE at no cost to employees who have occupational exposure.

Depending upon the anticipated exposure, PPE may include:

- Disposable examination gloves
- Utility gloves for appropriate cleaning tasks
- Protective eyewear
- Face protection
- Disposable gowns or protective clothing
- Masks when appropriate

PPE shall be readily accessible to employees.

Employees shall:

- Wear PPE whenever exposure is reasonably anticipated.
- Remove contaminated PPE before leaving the work area.
- Place reusable PPE in an appropriate location for cleaning/decontamination.
- Report damaged or defective PPE to the administrator.
- Never take contaminated PPE home.

OSHA requires PPE to be provided and maintained when engineering and work-practice controls alone do not eliminate occupational exposure.

G. HANDWASHING

Employees shall wash their hands:

- Immediately after removing gloves.
- As soon as feasible after contact with blood or OPIM.
- After completing blood/body-fluid cleanup.

Hands shall be washed with soap and running water.

When soap and running water are not immediately available, an appropriate antiseptic hand cleanser or towelette may be used until handwashing is feasible.

H. Housekeeping and Blood/Body-fluid Cleanup

Only employees who have been appropriately trained and provided PPE should clean blood or potentially infectious bodily fluids as part of their job duties.

Cleanup procedure:

1. Keep students and unauthorized personnel away from the contaminated area.
2. Put on appropriate PPE.
3. Remove visible blood/body-fluid contamination using disposable absorbent materials.
4. Place contaminated disposable materials into an appropriate leak-resistant bag/container.
5. Clean and disinfect contaminated surfaces using an appropriate disinfectant according to the manufacturer's instructions.
6. Handle contaminated materials carefully to avoid splashing.
7. Remove PPE properly.
8. Dispose of or place reusable PPE for appropriate decontamination.
9. Wash hands thoroughly.
10. Report any exposure incident immediately.

Contaminated work surfaces shall be cleaned and decontaminated as soon as feasible after contamination and after completion of procedures involving blood or OPIM.

I. Sharps

Employees shall not:

- Pick up contaminated needles or other sharps with bare hands.
- Bend, break, recap, or manipulate contaminated needles unless a specific procedure requires it and appropriate controls are used.
- Place contaminated sharps in ordinary trash.

Contaminated sharps shall be placed in closable, puncture-resistant, leak-resistant containers that are appropriately labeled or color-coded.

If GNOCA does not routinely use or handle sharps, the school should nevertheless maintain a procedure for responding if a contaminated sharp is discovered on school property.

J. HEpatitis B Vaccination

Employees with occupational exposure shall be offered the hepatitis B vaccination series at no cost to the employee, subject to the requirements and exceptions of OSHA's standard.

The vaccination shall be offered after the employee has received the required bloodborne pathogen training and within the timeframe specified by OSHA.

Employees who decline the vaccination shall be provided the appropriate OSHA declination statement.

An employee who initially declines may later elect to receive the vaccination, and the employer shall make it available in accordance with the standard.

K. Exposure Incident Procedure

An employee who experiences an exposure incident shall, immediately:

1. Stop the activity.
2. Wash exposed skin thoroughly with soap and water.
3. Flush eyes, nose, or mouth with water if exposed.
4. Notify the Principal or designated administrator immediately.
5. Obtain prompt medical evaluation.

The school shall provide appropriate post-exposure evaluation and follow-up at no cost to the employee as required by OSHA.

The exposure incident shall be documented, including:

- Date and time
- Location
- Route of exposure
- Type of exposure
- Description of the incident
- Task being performed
- PPE being used
- Engineering/work-practice controls in place
- Source individual, when applicable and legally permissible
- Employee training relevant to the incident

OSHA specifically requires evaluation of the circumstances surrounding an exposure incident, including the route of exposure and circumstances under which the incident occurred.

L. Post-Exposure Medical Evaluation

Following an occupational exposure incident, the school shall make confidential medical evaluation and follow-up available as required by OSHA.

The school shall provide the healthcare professional with:

- A description of the employee's duties
- Documentation of the route and circumstances of exposure
- Relevant information about the source individual, when permitted
- The employee's relevant medical information as required for evaluation

The healthcare professional shall be provided with the information necessary to conduct the post-exposure evaluation according to applicable medical protocols.

M. Employee Training

Employees with occupational exposure shall receive bloodborne pathogen training at the time required by OSHA and at least annually thereafter.

Training shall cover:

- Bloodborne pathogens and associated health risks
- HBV, HCV, and HIV
- Modes of transmission
- Universal precautions
- Recognition of tasks involving potential exposure
- Engineering controls
- Work-practice controls
- PPE
- Proper use and disposal of PPE
- Handwashing
- Cleaning and decontamination
- Hepatitis B vaccination
- Emergency procedures
- Exposure reporting
- Post-exposure evaluation and follow-up
- Signs, labels, and color coding
- The school's Exposure Control Plan

Training shall be appropriate to employees' education, literacy, and language.

N. Communication of Hazards

Employees shall be informed about potential bloodborne pathogen hazards associated with their duties.

Appropriate labels or color coding shall be used for regulated waste, contaminated containers, and other materials when required by OSHA.

The Exposure Control Plan shall be available to employees.

Employees may request access to the plan from the Plan Administrator.

O. Recordkeeping

The school shall maintain appropriate records relating to occupational exposure and training.

Training records shall include:

- Dates of training
- Contents or summary of training
- Names and job titles of employees attending
- Names and qualifications of trainers

Medical records

Confidential medical records required by OSHA shall be maintained for the required period and handled in accordance with applicable privacy requirements.

Exposure incident records

The school shall maintain documentation of occupational exposure incidents and post-exposure procedures as required.

If the school is required to maintain a sharps injury log, it shall be maintained according to OSHA requirements.

O. Exposure Incident Investigation

Following an exposure incident, the Plan Administrator shall review the incident to determine:

- What happened?
- Where and when did it happen?
- What task was being performed?
- Was PPE being used?
- Were appropriate work practices followed?
- Were engineering controls available and functioning?
- Was additional training needed?
- Could the procedure be changed to prevent recurrence?

Corrective measures shall be implemented when appropriate.

P. Annual Review Of The Plan

The Exposure Control Plan shall be reviewed at least annually and whenever necessary because of:

- New or modified tasks
- Changes in staffing
- Changes in procedures
- New exposure risks
- New technology or safer equipment
- An exposure incident indicating that existing controls need improvement

OSHA specifically requires annual review and updating of the plan when appropriate.

Q. Responsibilities

The Plan Administrator shall:

- Maintain the written plan.
- Review the plan annually.
- Ensure required training is provided.
- Ensure PPE and supplies are available.
- Ensure exposure incidents are documented.
- Coordinate post-exposure medical evaluation.
- Maintain required records.
- Ensure corrective measures are implemented.

Employees shall:

- Follow universal precautions.

- Use PPE appropriately.
- Follow established cleanup procedures.
- Report exposures immediately.
- Participate in required training.
- Report unsafe conditions.
- Never knowingly place themselves or others at unnecessary risk.

R. Emergency Contact Information

School Principal : Sheila Joy Capobres, 903-908-1755

Church Pastor : Pastor Rodil Capobres, 903-908-5771

Emergency :

S. Employee Acknowledgement

I acknowledge that I have received training regarding bloodborne pathogens and have been informed of the Greater New Orleans Christian Academy Bloodborne Pathogen Exposure Control Plan.

I understand:

- How bloodborne pathogens may be transmitted;
- The precautions I must follow;
- The proper use of PPE;
- How to report an exposure incident;
- Where to obtain a copy of the Exposure Control Plan; and
- The procedures for obtaining post-exposure medical evaluation.

Employee Name: _____

Signature: _____

Date: _____

Trainer: _____

Training Date: _____

Important note for GNOCA

Because this is a school, the most important first step is to identify exactly which employees have occupational exposure. A teacher who only provides occasional voluntary first aid may not necessarily have the same OSHA obligations as an employee whose assigned duties include providing first aid or cleaning blood. OSHA distinguishes occupational exposure from ordinary “Good Samaritan” assistance.

It is recommended to keep this as a formal policy in the School’s Handbook and designate an administrator or occupational-safety adviser review the final version before adoption. OSHA also provides a model Exposure Control Plan specifically intended to be adapted to an individual workplace.

OSHA Bloodborne Pathogens Standard — 29 CFR 1910.1030 [\[?\]](#)