



**AGRITOPA  
PRE-SCHOOL  
STUDENT HANDBOOK  
2018-2019**

**It is the mission of Gilbert Christian Elementary Schools to:**

***Educate the Mind, engage the Heart and Foster Faith in Jesus Christ  
while teaching our students to read with comprehension, write clearly,  
compute accurately, think creatively, appreciate the arts, exercise  
the body and understand God's Word.***

# GILBERT CHRISTIAN SCHOOLS DIRECTORY

## **Gilbert Christian Schools Administrative Offices**

3632 East Jasper Drive, Gilbert, AZ 85296  
www.gilbertchristianschools.org  
480.699.1215

Superintendent: Jim Desmarchais  
Business Manager: Troy Hunt  
Finance/Tuition: James Dragonette  
Human Resource: Lisa Mueller  
Director of Student Services: Frank DeSena  
Athletic Director: Adam Rasmussen  
IT Support: Barry Klontz  
Registrar: Kimberly Young  
College & Career Counselor: Christina Lang  
Guidance Counselor: Amanda Johnson  
Events Coordinator: Julie Conover

## **Gilbert Christian High School**

3632 East Jasper Drive - Gilbert, Arizona 85296  
www.gilbertchristianschools.org  
480.699.1215

Principal: Mark Lovelady  
Vice Principal: Matthew Johnson

## **Gilbert Christian Schools - Agridropia Campus**

1424 S. Promenade Lane - Gilbert, Arizona 85296  
www.gilbertchristianschools.org  
480.279.1366

Principal: Ann Flagg  
Vice Principal: Michele Cunningham  
Pre-School Director: Holly Earle

## **Gilbert Christian Schools - Greenfield Campus**

4341 S. Greenfield Road - Gilbert, Arizona 85297  
www.gilbertchristianschools.org  
480.638.8000

Principal: Marie Wilson  
Vice Principal: Cruz Thomas  
Pre-School Director: Linda Tolson

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*This handbook has been prepared for Gilbert Christian Elementary students and their parents. Students are responsible for knowing and abiding by the rules and procedures covered in this handbook. Parents should familiarize themselves with the content of this handbook so that we can all work together to accomplish the same goals while adhering to the policies and procedures of the school. GCS reserves the right to update this handbook at any time. The principal's weekly update will announce any handbook changes.*

## **HISTORY AND MISSION**

Gilbert Christian Schools was founded in 1996 as Surrey Garden Christian School and is a private, non-profit, non-denominational Christian school. GCS, not affiliated with any particular church, is operated by administration officials who are under the authority and direction of a Board of Directors. Members of the GCS Board come from a variety of professional backgrounds and are leaders in the evangelical community. Parents and students of GCS attend a variety of different Christian churches and have diverse ethnic and economic backgrounds. While most GCS families are residents of the East Valley, we are also proud to host many foreign students.

The mission of GCS is twofold. We seek to encourage and strengthen young believers in their walk with Christ. We also intentionally witness the basic truths of the Christian faith to those who do not yet follow the Lord. Each child is treated with respect and taught in a manner that shows forth his worth as an individual created by God and who possesses a unique personality, skills, and life goals. (Eph. 2:10).

A strong Christian worldview enables GCS to provide a rigorous academic education based on Christian doctrine and principles. Students study, practice, and learn the skills necessary for them to understand, analyze, and become effective communicators. While holding to a strong Christian standard in educational excellence and behavior, GCS holds dual accreditation with Advanced Ed (NCA) and the Association of Christian Schools International (ASCIS). In addition, GCS adheres to state graduation requirements, accreditation standards, and the expectations of competitive entry colleges and universities.

At GCS, the individual needs of each family are important. We are here to support parents who have been given by God the primary responsibility for the teaching of their children. We encourage all our parents to be actively involved in the school, and the classrooms, programs, and activities are always open for their observation.

## **STATEMENT OF FAITH**

### **The Scriptures**

We believe the Scriptures, both the Old and the New Testaments, to be the verbally inspired Word of God, written by men in God's control, inerrant and infallible in the original manuscripts, and the final authority in faith and life. We accept the grammatical-historical system of interpretation of the Scriptures and accept the historical record of the Bible as accurate.

### **The Godhead**

We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit, who are identical in essence, equal in power and glory, and possess precisely the same attributes and perfection.

### **The Person and Work of Christ**

We believe that the Lord Jesus Christ, the eternal Son of God, became man without ceasing to be God; that He was conceived of the Holy Spirit and born of a virgin, in order that He might redeem sinful man. He accomplished this redemption by voluntarily giving Himself as a sinless substitutionary sacrifice on the cross, thereby satisfying God's righteous judgment against the sin of the elect. He gave proof that He accomplished that redemption by His bodily resurrection from the grave. He then ascended to the right hand of His Father where He intercedes on behalf of His people.

### **The Person and Work of the Holy Spirit**

We believe that the Holy Spirit is the Divine Person who convicts the world of sin; that He alone brings new life to those who are spiritually dead; that He places all believers into the one true church, which is the Body of Christ and that He indwells them permanently, seals them unto the day of redemption, and bestows spiritual gifts upon them.

### **The Condition of Man**

We believe that man was created in the image and likeness of God, in innocence and without sin. But in Adam's sin the race fell, inherited the guilt of his sin, a sinful nature, becoming spiritually dead and alienated from God so that man is a sinner both by nature and by choice. Man, of himself, is incapable of remedying his lost and depraved condition.

### **Salvation**

We believe that salvation is the gift of God's grace given to all whom God has elected to salvation. It includes all that God does in saving the elect from the penalty, power, and presence of sin and in restoring them to a right relationship with God. As such, it is solely the work of God from initiation to completion. The regenerating work of the Holy Spirit is the cause, not the result, of the

believer's saving faith. It cannot be gained by good works, but is a free gift for all who put their trust in Jesus Christ and His finished work on the cross. All who trust in Jesus Christ as Savior and Lord are forgiven and saved from their sins and made righteous before God and are born into the family of God. God's purpose for saving His elect is so that they bring glory to Him by their lives.

### **Security, Assurance, and Responsibility**

We believe that all saved, those in whom God has accomplished His transforming work of grace, are kept by His power and thus secure in Christ forever. This assurance, however, is not the occasion for sin, for God, in holiness, cannot tolerate persistent sin in His children, and in infinite love, He corrects them. True faith in Christ is expressed by a fruitful, God-pleasing life that endures until death.

### **Sanctification**

We believe that God, in the Scriptures, has given us everything pertaining to life and godliness. This includes salvation from the penalty of sin and, just as surely the provision of sanctification (separation) from sin. Sanctification from sin affects both the positional and practical aspects. Positional sanctification is a result of the continuing work of the Spirit using the Word of God to provide nourishment for growth into maturity in Christ. While the process of practical sanctification is assured by the Word and the Spirit, it is yet imperfect in this life. There is some element of corruption in every part of the fallen nature that is the source for the war between the flesh and the Spirit. Spiritual growth occurs as believers feed on the Word and are in fellowship with other believers for encouragement and service.

### **Ordinances**

We believe that our Lord Jesus Christ instituted two ordinances to be observed by all believers as a matter of obedience, not as a condition for salvation: Water Baptism (subsequent to the believer's profession of faith) and the Lord's Supper.

### **The Eternal State**

We believe that at death the souls of those who have trusted Christ for salvation pass immediately into His presence and remain there in conscious bliss until the resurrection of the body of Christ's coming for the Church, when the soul and the body will be reunited. We then shall be with Him forever in glory. We also believe that at death the souls of unbelievers remain in conscious misery until the final judgment when the soul and body will be reunited and cast into the lake of fire, not to be annihilated, but to be separated from God forever in conscious punishment.

### **Eschatology**

We believe, according to His promise, that Jesus will physically return for His people. This truth has been revealed to provide the believer comfort and encouragement in his life.

## **GOVERNANCE OF THE SCHOOL**

Gilbert Christian Schools operates under the authority of a published Board Governance Model available to all parents. The document establishes the authority, accountability, policies, and practices of both the Board and the Superintendent. The school recommends all parents to familiarize themselves with it.

Parents can access the Governance Model at [www.gilbertchristianschools.org](http://www.gilbertchristianschools.org).

## **KINDERGARTEN ENTRANCE AGE**

Students registering for kindergarten must be five years of age prior to September 1st of the current school year.

Gilbert Christian Schools may admit children who have not reached the required age if it is determined by administration that it is in the best interest of the children. Such children must reach the required age of five prior to October 1st of the current school year. A child may repeat kindergarten with the parent approval, a teacher's recommendation, and the direction of Gilbert Christian School administration.

## AGRITOPA ELEMENTARY SCHOOL DAY

Class	Start Time	Regular Dismissal	Early Release	Lunch	Teacher
Pre-Kindergarten - AM	8:00	11:00	8:00-9:15	None	Earle
Pre-Kindergarten - PM <i>3-Days Per Week (Mon/Wed/Fri)</i>	11:45	3:00	9:45-11:00	12:00 -12:40	Earle
Kindergarten – AM	8:00	12:00	11:00	None	Sundt
Kindergarten – All Day	8:00	3:00	11:00	11:15 - 11:55	Dudley, Chisum
1 <sup>st</sup> Grade	8:00	3:00	11:00	11:25 - 12:00	Manley, Phillippe, Samp
2 <sup>nd</sup> Grade	8:00	3:00	11:00	11:35 - 12:10	Abbott, Hayes, Moore
3 <sup>rd</sup> Grade	8:00	3:10	11:10	11:45 - 12:20	Avery, Brown, Poweleit
4 <sup>th</sup> Grade	8:00	3:10	11:10	11:55 - 12:30	Clouatre, De Bruin, Shue
5 <sup>th</sup> Grade	8:00	3:10	11:10	12:05 - 12:40	Gonzalez, Kost, Murray

### PRE-K SIGN IN AND OUT PROCEDURES

A daily attendance sheet will be available at the Pre-K room door for parents to sign in and out their child. Parent or designated individual will need to prove their identity with a picture ID, until that individual is known by staff members, at which time a picture ID will not be required. A parent may designate another individual to pick up their child by signing a permission slip authorizing their release to someone other than the parent. A parent or designated individual may telephone to release the enrolled child to an individual not so designated by supplying a means of verification that has been agreed upon at the time of enrollment and indicated on the “Blue Card”. If you choose to have your child participate in the Driveline process, a signed permission slip will be needed and kept on file with the pre-school director.

### DRIVELINE DIRECTIONS AND PICK-UP PROCESS

Driveline Groups	Official Dismissal Times (Walkers & Door Pick-up)	Driveline Times
<u>Green</u> Group = Grades PK-2	3:00 pm	3:00-3:05 pm
<u>Gold</u> Group = Grades 3-5 (plus younger siblings)	3:10 pm	3:05-3:10 pm
<u>Gray</u> Group = Grade 6 (plus younger siblings)	3:15 pm	3:13-3:20 pm*
<u>Maroon</u> Group = Grades 7/8 (plus younger siblings)	3:20 pm	3:16-3:20 pm*
No Driveline Group = Grades 7/8 ( <u>without</u> younger siblings)	3:20 pm - Recommend 3:35 pm	

\*Staggered Driveline times for sixth and 7<sup>th</sup>/8<sup>th</sup> grade are correct to improve safety and efficiency of traffic flow.

Driveline is the process used at the Agritopia campus in grades pre kindergarten to 8th grade to coordinate a rapid student release in a safe, quick and orderly fashion. Driveline minimizes student exposure to extreme weather conditions, parent wait times, students wandering around school grounds, and local traffic problems. Students in Grades 7 and 8 without younger siblings will not use Driveline but will be released at 3:20pm from their classrooms to carry out their after-school get-home plan.

**Parking Lot:** Agritopia has a one-way parking lot. The entrance is located by the tennis courts on Agritopia Loop, and the exit is on Promenade Lane. During Driveline (2:50 - 3:20pm) cars may only enter the parking lot by making a right turn into the lot. Left hand turns will be allowed into the parking lot during Driveline only for those who wish to park in the parking lot. Please signal the attendant to be permitted to turn left. Please follow this attendant's directions as he is monitoring traffic flow.

There are two types of lanes within the parking lot: 1) the outer pull-through lane; 2) the inner pick-up lane. Parents who wish to use Driveline and have students come to their car must enter the school parking lot and pull into the inside, pick-up lane that is closest to the building. Parents proceed to the pick-up zone area which is at the end of the inner pick-up lane directly in front of the office which is where students will load into vehicles. Parents who wish to pick-up their student from the classroom should use the pull-through lane and park in an available spot.

How does Driveline work? Each family is assigned a unique identifier number or Family ID. Color-coded car pick-up tags are issued to each family. The unique tag is to be placed on the vehicle's rear view mirror before entering the lot. The Family ID is used within Driveline to link the parent's vehicle with the student(s) in their family. Families are given two Family ID tags. These can be shared with others who may pick up your student or to share with carpools. Extra tags can be requested at the office or by emailing [jamie.carver@gcsaz.org](mailto:jamie.carver@gcsaz.org). You may also request another Driveline tag for the green or gold group for a younger sibling who has a middle school sibling participating in an after school activity.

Upon a parent's arrival to the school at release time, a staff member in an orange vest enters the Family ID from your clearly displayed pick-up tag into an iPhone. This sends the information to the classroom teachers' computers. For Pre-School children, a permission slip will need to be signed authorizing release of your student via the Driveline process. The Pre-School aide will bring out all students to the curb who are authorized to be picked up via Driveline, to wait for parent pick-up. It is crucial to stress with your students that they are to walk directly to the pick-up zone when the Family ID number pops up in their classroom. If your student does not come to the zone in a timely fashion, you may be asked to drive around and re-enter the parking lot to avoid clogging Driveline.

The parking lot attendant will only invite cars waiting in the pull-through lane with the appropriate color in the designated pick-up time. Please do not arrive before your pick-up time. Our parking lot cannot accommodate early arrivals. If you arrive too early, you will not be allowed to enter the parking lot. After 3:20pm students not picked up will be brought to the office and must be signed out.

Driveline numbers are assigned based on the oldest sibling. Families who have students in Grades 7 and 8 without a younger sibling will not be given a driveline number and will be released at 3:20pm. Of course, parents are always welcome to pick up their younger students at the classroom doors at the official dismissal times.

Should your family be a part of a carpool, the driver must display the Driveline tag issued by the office. Those in a carpool will display two (or more) family ID tags. Extra tags can be requested at the office or by emailing [jamie.carver@gcsaz.org](mailto:jamie.carver@gcsaz.org). For your student's safety, students will not be released with a copy of the tag or by verbally sharing the number with the parking lot attendant. The classroom teacher must be fully informed about those authorized to pick-up your student.

**Walkers:** Students in grades 2-5 will be allowed to walk home with parent permission. These students will be designated as walkers and released at 3:10pm. Walkers should leave the campus immediately and walk home. *Note: Although we allow it, most second graders do not walk home alone; therefore, please use parental discernment concerning this choice.*

**Park & Pick-Up:** Parents who choose to park in the parking lot and meet the student at the classroom door may do so. Once you pick up your student, please supervise him/her. Running and throwing balls in the congested courtyard is not safe and hinders those making their way to the pick-up zone. Please remember, you may not park in the traffic circle on Agritopia Loop, at the clubhouse or in neighborhood designated parking spaces. This creates safety hazards, slows the process down for the school community, and makes for poor neighborhood relationships.

**Appointment Pick-Ups:** It is recommended that if you schedule appointments at the end of the school day that you do so before Driveline begins at 2:50pm or after Driveline ends at 3:20pm.

# ELEMENTARY DRESS CODE

## Dress Guidelines

To promote a standard of dress consistent with the school's goals for conduct and academic excellence, Gilbert Christian Elementary Schools students are to wear a uniform and follow the guidelines listed below. The school also asks parents to monitor their student's dress and grooming before he/she leaves for school each morning. Rules alone cannot guarantee good appearance; therefore, GCS expects the spirit, as well as the specific guidelines below, to govern each student's manner of dress. All Gilbert Christian Elementary students have the responsibility to dress modestly and in a manner respectful of the learning environment of the school. Students must be in uniform when on campus, including before class hours and until the campus closes at 4 o'clock unless "dressed out" for a GCS activity or sports program. All equipment and articles of clothing should be marked with the student's name.

## Grooming and Modesty

- Boys must be well groomed and clean cut. Hair must be trimmed above the collar with eyes and earlobes visible. Unkempt and shaggy hair is not permitted. Hair swooping across the face that must be constantly adjusted hinders learning. Those with "fade" haircuts must keep the longer hair out of eyes and above ears.
- Extreme haircuts, like Mohawks, or words/designs shaved into the hair, or man buns are not acceptable. Hair dyed in unnatural colors is not permitted.
- PreK-5 girls may not wear make-up.
- Girl's jewelry should be modest and age-appropriate. Only girls may have pierced ears.
- Uniforms must be neat, clean, in good repair, and appropriately sized. Tight clothing, excessively baggy clothing, or clothing with holes is not permitted.
- Students may not wear hats, sunglasses, or heavy winter coats indoors.
- All students are to wear their school uniforms on field trips.

## Shirts

- Approved, solid color polo shirts with the GCS logo must be purchased from a GCS approved vendor.
- Solid, long T-shirts/camisole underneath the uniform are acceptable. A solid t-shirt/cami that provides a layered look is an acceptable and modest style.
- On Fridays elementary students may wear GCS "spirit" or GCS team shirts. Thursday, even if it is the last day of the school week, is not spirit/team shirt day.
- GCS polo shirts must extend below the waistband.
- The fit or style of the uniform polo may not be altered. For instance, scarves, knots, bows, sequins, or rubber bands may not be added to alter the uniform.

## Pants, Shorts, Skorts

- Students may wear cotton or cotton-blend pants, shorts or skorts (skirt with attached shorts/Pk-5 only) in any approved school solid color. Approved solid colors are: black, navy, khaki, gray and blue denim. All pants, shorts, capris, or skorts are to be a solid color-no pattern. Skorts are permitted in pre-kindergarten to 5th grade, but not in grades 6th, 7th, or 8th.
- Fabrics for pants should be cotton-blend or 100% cotton or blue denim. Nylon and knit fabric is not permitted.
- The fit and style of pants, shorts and skorts must be modest and school appropriate. Boys and girls must wear pants at or near the waist, and a belt may be required if pants slip too low as described above. Pants that are thin or skin tight are not modest and therefore not school-appropriate. Students should dress for school to honor God, classmates and GCS standards, not to draw attention to self.
- Shorts are to be "Bermuda" length and must be at or slightly above the knee. Parents are responsible to keep their sons or daughters in appropriate length shorts during growth spurts or as the year progresses. The warming spring months are not an excuse for shorts that have become too short and therefore out of dress-code. GCS offers a regular uniform exchange program to help make uniform compliance affordable for all. Students who cuff their shorts to avoid the Bermuda length will

receive a reminder and/or required to change.

- All pants and shorts must be hemmed and in good repair. No holes, rips or frayed hems, cut-off shorts or cuffing is not permitted; however, cuffs sewn and hemmed by the manufacturer are permitted. Denim that is distressed so as to create thin spots or holes is not permitted. The length of denim to be "Bermuda" length.
- Students in grades PreK to 8th grade may wear navy blue denim jean pants or shorts on any school day, but jeans must be modest in cut, style, and fit. No colored embellishments, camouflage, or patterned bottoms – solid only.
- Clothing not permitted: soccer shorts, athletic shorts, spandex, bike pants, sweat pants, pajama jeans, legging jeans, jeggings, skinny spandex jeans, pants that reveal underwear, ripped, washed out, cut-off or distressed jeans.

### **Outerwear**

- GCS logo'd pullover hoodies are permitted in Pre-K through 5th grade inside the building any day of the week. On Fridays GCS Spirit hoodies are permitted as are other GCS spirit hoodies. No other hoodies are ever permitted even as outerwear.
- Outerwear worn in the classroom must have the GCS crest or knight logo or be solid colored. Our approved uniform vendor carries approved outerwear with a GCS logo.
- Solid colored cardigan sweaters, solid zippered sweatshirts, or solid button up jackets are approved outerwear and may be worn in the classroom. Teachers must be able to see GCS approved polo beneath outerwear.
- Hats may not be worn inside any building at any time.
- On very cold days, any heavy outerwear may be worn outside, but for inside warmth students should bring approved outerwear, as described above to wear in the classroom. Heavy outerwear is not worn inside the classroom.

### **Footwear**

- PreK-5 students must wear sports shoes everyday with socks or tights (for girls). Shoes must be laced or Velcroed at all times. Slip-on shoes are not permitted.
- Examples of unacceptable footwear include: boots, rolling shoes, slippers, ballet flats, flip-flops, slip-on Toms, or any shoe that has a sole with a heel.

### **Consequences**

- Students not in compliance with dress code will be sent to the office to change into approved clothing. When the loaned uniform clothing is returned, the student will receive his/her personal clothing back.

## **SCHOOL DAY**

Pre-K students will attend either a 5-day (Monday thru Friday) per week schedule or a 3-day (Monday, Wednesday, Friday) per week schedule. We offer our 5-day program from 8:00-11:00 a.m. and our 3-day program from 11:45 a.m. - 3:00 p.m.

We have a "Parent Board" posted in the classroom with important information for parents to be aware of. On this board you will find, our facility director, designated individual to act in place of director, child care services fees and refund policy, dated lesson plans, activities and programs, pesticide application date and times, statement of services, facility license, and other information pertaining to the classroom and management of classroom.

## **PARENT/TEACHER/STUDENT CONFERENCES**

Pre-K students will have one parent/teacher conference during the school year, which will be held in January. It is important that parents plan to attend to see their child's academic, social, and spiritual progress. To maximize time with the teacher, arrange a babysitter for siblings. A conference spot is reserved online via an electronic sign-up system. The link will be emailed to all families by the front office on a publicized date. If both parents are not able to attend one conference, please do not ask the teacher for an additional time slot. Multiple conferences slots per child are not available. If this policy presents a hardship that cannot be resolved,

the parent should contact the building principal to make alternative arrangements. Any parent who does not attend conferences must pick up the child's grade card from the front office. Report cards cannot be sent home with students.

## HEALTH

### A. Speech Therapy

Speech therapy is offered to any student during the school day who meets the requirements of a speech delay and/or disorder in grades Pre-K to 5th. There is an additional charge for speech therapy, as this is not covered by regular tuition. If it is determined that therapy would be beneficial, the speech provider will contact the parents to arrange for a conference and payment plan. Services will be offered once a week in individual and/or group settings.

### B. Health Needs

Our pre-school director, her assistant, and our health aide are trained in CPR and First Aid. We also provide an infirmary in order for students to rest and wait for parents to pick them up and take them home. A student who is injured or who feels ill during the course of the day may request permission from his/her teacher to see the health aide.

Our pre-school assistant will attend to student's health concerns and if necessary escort them to the health aide for additional evaluation. The health aide will notify the student's parents or guardians if the student must be sent home because of illness. The pre-school assistant or health aide must authorize all departures from school due to injury or illness. Parents must sign their child out on the attendance sheet if the child leaves campus.

### C. Immunizations

All students must be in compliance with current state immunization guidelines. Parents should review their child's immunization record with their child's physician to ensure the student is current on all necessary immunization requirements.

### D. Blue Emergency Card

All pre-school students must have a "Blue Emergency Card" on file before they will be allowed to attend class. This Blue Card provides necessary information in case of an emergency. This card will also be used to list anyone, other than parents or guardians, who may pick up your child.

### E. Communicable Disease Guidelines:

- If a student has nausea, vomiting, diarrhea, or an elevated temperature (100° For more by thermometer), the student should be kept home and not be sent to school. ***Students must be symptom-free and without an elevated temperature for 24 hours before returning to school without the assistance of medication.*** In order to maintain a healthy environment, the school asks that families observe the following guidelines:
- If a student has strep throat, ***he/she must stay home at least 24 hours after the first dose of antibiotics*** has been administered.
- If a student has conjunctivitis (pink eye), ***he/she must stay home for 24 hours after the first dose of medicine has been administered.*** The student's eyes should also be free of drainage before returning to school.
- If a student has head lice, he/she must be treated and be louse and nit-free before returning to school. If the lice are discovered during the school day, the school will call the parent or guardian to pick their child up at school. The school Health Aide will need to check the child before he/she returns to the classroom.
- If a student contracts measles, meningococcal meningitis, mumps, pertussis (whooping cough), rubella (German measles), tuberculosis, chickenpox, Lyme disease, hepatitis A, or other communicable diseases or food-borne illnesses, please notify the school Health Aide immediately. Parents will be notified within 24 hours of all communicable diseases and/or infestations that have been identified in your child's classroom.
- If a student has evident bumps, red blotches, rash, hives or other skin ailments, parents should send a note clearly identifying the skin disorder. The school reserves the right to require a doctor's release for a child to enter the classroom.

### F. Medication

Medications taken during school hours will be administered by the pre-school director or her assistant. The exception is asthma inhalers, which may be carried by students if a permission slip is signed by parents. No prescription or over-the-counter medication is allowed to be in the possession of student.

The Gilbert Christian Schools Medication Administration Release form (available in the office) must be completed and signed by the parents/guardians and physician. Medication must be in the original container with the pharmacy label, student's name, prescribing physician's name, medication name, dosage, and the time and route of administration. All medications will be returned all unused prescription and nonprescription medications to the parent when the medication prescription date has expired or the medication is no longer being administered. All medications will be kept in a locked, leak-proof storage container. The pre-school director cannot stock a supply of medications for administration to children.

### **G. Backup Medication**

Backup medication(s) for a student's health condition may be kept in the pre-school locked container. Parents who provide the school with backup medication(s) should note the medication expiration date and provide current medication when necessary. If a student requires daily medication that is not taken at school, parents should consider consulting with the director or her assistant about storing a three-day supply of the medication at the school in case of a lock-down.

### **H. EPIPEN**

If your student's allergies require the use of an EPIPEN, please provide their prescribed EPIPEN, along with a signed EPIPEN Care Plan form, to the pre-school assistant.

## **EMERGENCY STUDENT RELEASE**

Gilbert Christian Schools will practice three types of drills:

- Perimeter Lockdown - Perimeter of campus is locked down and no classes are allowed to go to field or courtyards.
- Lockdown - All persons on campus are to lockdown behind a locked door, stay out of sight, and be silent.
- Evacuation - All persons on campus will evacuate to their designated location until they are instructed to return.

During any drill or emergency, please know that the safety of your child is our utmost concern. During an actual emergency, all of our attention will be directed to protecting your child(ren). Please do not try to contact the school by office phone, cell phone, or text.

If we conduct a routine emergency drill, as soon as the drill is over, we will notify parents, via an email, to inform you of the of the drill. In an actual emergency, we will be under the direction of our local police department. You will be notified, via an email, regarding the status of the emergency and how to proceed as soon as the police department gives us permission to do so.

Gilbert Christian Schools administrators retain the right to remove, relocate, or evacuate students due to an emergency situation. If students are removed from the GCS campus for any reason, each student will only be released to an authorized parent or adult by their classroom teacher under the direction of the administration. The Gilbert Christian Schools K-8 campus follows emergency procedures in compliance with NIMS.

## **PRE-SCHOOL PLAYGROUND RULES**

### **CONSEQUENCES FOR NOT FOLLOWING PLAYGROUND RULES**

**Playground aides will give a fair verbal warning to children who are not following the rules. If a child does not make an adjustment and follow directions, the following consequences will be implemented:**

- Students will sit out for 5 minutes on the playground bench and be written up on the playground report for teacher and administration to read. If student self-corrects and (if applicable) makes an apology, the child may rejoin the playground play.
- If the student is corrected a second time in one play period after sitting out or if he/she cannot self correct in step 1, the student will be sent to the office to see the principal. The principal will follow up with the teacher and parents will be notified.
- Students fighting or swearing or intensely arguing will be sent directly to the principal without sitting out first. These students will be written up on the playground report. The principal will follow up with the teacher and parents will be notified. See handbook for consequences for extreme behavior.

### **BALL GAME RULES (SEE HANDBOOK APPENDIX FOR ADDITIONAL GAME RULES)**

- Use balls for their intended purpose.
- Balls must be returned to the rack.

- No kicking balls while someone is walking in front of the kicking area.
- Student referee calls or adult rulings must be respected.
- Students who are lined up to return to class should not be kicking or playing with any of the balls.
- All students must play with each other, you may not exclude anyone.

## **CELL PHONES & MUSIC DEVICES**

Gilbert Christian Schools actively promotes a sense of community on all campuses and is intentional in building an interactive culture between and among faculty and students. Therefore, GCS chooses to limit the use of personal technology devices while students are on campus.

### **Cell Phones**

***During School:*** Student use of cell phones is NOT allowed on the GCS campus during school hours. Phones are to be turned OFF, not put on silent or vibrate. Cell phones must be kept out of sight in a purse, backpack or locker. Any visible cell phone is subject to confiscation. In case of an emergency, students must go to the office to place a telephone call.

Parents should not contact children via cell phone or cell watch with phone call or text during school hours, but should call the office who will contact the child. If parents contact his/her child during the day on a cell device teachers reserve the right to remove the device for the day from the child per the guidelines below.

Elementary students caught with a cell phone/watch turned on during the school day must surrender the phone/watch to the teacher for the rest of the school day. Repeated abuse may result in the loss of his/her cellular device for additional days during the school day, and the parents will be contacted. On days when phone keeper privileges have been removed, student must check the phone/watch into the school office each morning and check it out at the end of the day.

If an elementary child's phone or watch vibrates/dings/rings in a backpack or locker or on a wrist, the teacher will remind the student phones must be off. If it happens twice, the cell item will be kept in the school office according to the rule above.

Wrist watches with phone capabilities fall under the same rules as cell phones.

***After School/Before School:*** Students may use cell phones outside the classroom at the end of the day to contact an adult, but before school cell phones are not to be in use on the playground or in the courtyard.

### **Music Devices**

Music devices are not permitted on campus in grades PK-5.

## **FUNDRAISING AND SERVICE PROJECTS**

GCS follows the mandates of the Bible and believes that students should learn to serve others and support the Kingdom of God throughout the world (Matthew 28:18-20). Working together to reach these goals brings to the Pre-K – 8 campus the joy of giving and the understanding that we all share in the body of Christ and the work of His kingdom. The fundraising and service projects for the school year are determined by the administration in June. Each spring new projects are prayerfully considered in light of school goals, and requests to be considered may be submitted via email to the building principal at any time during the school year for approval in June.

## **COMMUNICATIONS**

Throughout the academic year, the office of GCS receives many requests for information to be shared with the school. As a general principle, we do not advertise outside events, fundraisers, services, productions, concerts, etc. to our school community. If you have questions regarding this, please contact the office. Any school-wide communication must be approved by an administrator including posters around school or distribution of flyers. GCS families may not use our distribution lists in RenWeb or the mailboxes in the office for personal, business, or church-related matters, but individual children are welcome to tell their individual friends about upcoming events or opportunities that he/she is excited about.

# CLASSROOM AND CAMPUS DISCIPLINE GUIDELINES

At Gilbert Christian Schools, discipline is an integral part of the education teachers provide. Passages such as Hebrews 12 serve as a model where God's love is displayed for us in the discipline of His sons and daughters through corrective and instructive training.

GCS does not impose corporal punishment. Rather, encouragement plays an important role in training students. Verbal praise, giving stars or stickers, encouraging comments and awards as well as an encouraging touch on the arm or shoulder are all used to help students know they are doing well. When correction is needed, discipline may include warnings, the loss of recess, heads down on desks, phone calls home, or a visit to the office to talk to the principal.

## General Classroom Management Principles

- Teachers smile, enjoy the class, and get to know each student. A safe, well-ordered and positive classroom is the best learning environment.
- Teachers expect respect for themselves, the students, everyone.
- Teachers clearly communicate expectations early and often.
- Teachers do not raise their voices or speak harshly to students.
- Teachers do not use group consequences; however, group rewards and incentives are encouraged.
- Teachers begin with the least repressive consequence and move to greater consequences as needed.
- Teachers pray for students often and regularly.

## General Student Behavior Guidelines

As a GCS student, you (student), should make choices that please God, parents, and the school.

- Always do your best, as described in the GCS Honor Code. (Colossians 3:17)
- Listen and obey the first time direction is given.
  - Look at and listen to the teacher when he/she is talking to honor the teacher.
  - Do not interrupt when others are talking.
- Respect all teachers and school personnel.
  - Acknowledge adults when they speak to you.
  - Follow directions given to you by any GCS staff. The Honor Code gives helpful suggestions.
- Respect others. Be kind in word and action.
  - Treat others the way you would like to be treated.
  - Encouraging and uplifting words are expected.
  - Apologize and seek forgiveness when you have wronged someone.
  - Be quick to forgive others.
- While working at your desk:
  - Stay on task (be doing what you were asked to do).
  - Do your work without bothering others. Keep hands, feet, and objects to yourself.
  - Keep your work area neat and clean.
  - Do your best always to honor our Lord.

# DISCIPLINE PROCEDURES

Gilbert Christian Schools keeps high behavioral standards for elementary students. Loving, consistent enforcement of these expectations provides the framework needed to produce growth in academic excellence and godliness. All students at Gilbert Christian Schools are expected to meet these expectations, and follow the GCS Honor Code.

## Classroom Expectations

- Respect and obey your teacher.
- Respect and encourage classmates.
- Stay on task with the lesson objective.

- Speak in turn.
- Use only humble, pure, honest, encouraging, and obedient words.
- Keep hands and feet to yourself.
- Complete assignments with excellence and in a timely manner.

### **Campus Expectations**

- Use only humble, pure, honest, encouraging, and obedient words.
- Respect campus property and those in authority.
- Keep hands and feet to yourself.
- Include others; be friendly to all.
- Boys and girls should treat one another as sisters and brothers in Christ. Boyfriend/girlfriend comments are inappropriate.

### **Shaping the Heart-Student Planners**

It is our desire to help shape the hearts of our students as they grow in Christ-like character. One of the ways we do this is by utilizing student planners as a communication tool. Each student in grades K-5 has a planner to log assignment, events, etc. There is also a square for daily comments from your child's teacher. Parents should read this section nightly with their student and check to see if there is an "encouragement code", "reminder code", or a "character code" included. If your child receives a reminder, it is simply that. We're just letting parents know the child's teacher worked on an issue during the school day. No follow up is necessary at home, we're just keeping you informed. If your child receives a "character code" the teacher will call home because follow up and support is needed.

When a child does not make adjustments to the poor behavior, or receive correction, the child may be required to take a time out and regroup for several minutes. If the same poor behavior continues, the child may earn additional consequences. If this still does not correct the problem, or the problem is severe at the start, the child will be sent to the principal's office and the parent will be called or emailed by the end of the principal's school day. The teacher will record all corrections in the planner for the parents to read and discuss at home. If a child makes effort in the area of his/her struggle, the teacher will be sure to note improvement or movement towards improvement. The assistant principal or principal may follow up with students; these conversations do not require a phone call home to parents.

### **Suspension**

Suspension may be given for behaviors such as: disrespect to teachers, the use of profanity or inappropriate language/gestures, destruction of property, stealing, cheating and fighting. A child will receive half-day in-school suspension for a first offense, whole day in-school for the second offense, and whole day or more out of school for the third offense.

### **Behavior Plan**

Students sent to the office for behavior issues 3 times in a semester may be put on a behavior plan designed to help the student correct his or her behavior. Behavior plans are signed by the student and parents. The assistant principal or principal and the superintendent will monitor students on behavior plans. Students who do not make significant progress in their behavior will be subject to removal from the school.

### **Expulsion**

Expulsion is an option reserved for students who violate a major school rule or who have an ongoing failure to abide by school rules and respect authority. All expulsions must be approved by the superintendent.

### **Tardiness**

We value punctuality at GCS. The campus and playground, with supervision, opens at 7:30 a.m. Students should be on campus no earlier than 7:30 a.m. Students may drop off their backpacks in the courtyard or halls and then go directly to the playground. All students line up outside their classrooms by 7:55 am. A student is tardy for class when he/she is not in the room by 8 a.m. After 8:00 a.m., the student must stop by the office and pick up a tardy slip to enter the classroom. ***The only excused tardies will be for doctor appointments.*** Gilbert Christian Schools demonstrates grace to students by giving three unexcused tardies per quarter. The fourth tardy and every group of three tardies will count as an absence and will be recorded in the permanent attendance record as such. Please note that for each group of three tardies, RenWeb will generate an email to parents indicating an absence.

### **Absences**

Generally speaking, students are not to miss class. Students absent for more than nine (9) days in a quarter will be called by the

principal to discuss the child's academic progress. Students with 10 absences per quarter may not pass the quarter successfully and may need to repeat the grade. An email sent home will alert the parent that a conversation with the principal is necessary due to frequent absences.

Families planning extended trips during the school year should notify the attendance secretary and the classroom teacher one week in advance to make arrangements for make-up work.

## **VIOLATION OF MAJOR SCHOOL RULES**

Students are expected to conduct themselves in a God-honoring manner while on campus. Major violations (such as theft, bringing weapons to school, alcohol use, etc.) will subject a student to swift and appropriate discipline – most likely expulsion. The school reserves the right to require the withdrawal of any student from the school when, in the opinion of the principal, in concert with the superintendent, such action would be in the best interest of the student or school.

## **BULLYING**

The administration, teachers, and staff of Gilbert Christian Schools are committed to providing a compassionate, receptive, and non-threatening atmosphere for each pupil whom God entrusts into our care. This is an outgrowth of the values that we promote as an intentionally Christian community. Because the Bible teaches us that love and respect are foundations for our relationship with God and others, bullying will not be tolerated at GCS. "Bullying occurs when a person or group is intimidated, frightened, excluded, hurt or discomfited by a pattern of behaviors directed at them by others" (Greg Griffiths, *Bullying in Schools – The Hidden Curriculum*, 2003). Bullying will be handled in a timely and fair manner according to GCS policy. Bullying will not be excused by GCS staff or parents as "teasing" or "kids just being kids"; however, single incidents of inappropriate behavior do not constitute a pattern of bullying.

## **PROBLEM-SOLVING PROCEDURES**

In keeping with Matthew 18, most classroom concerns will be addressed directly to the classroom teacher. The building principal may also hear classroom concerns when appropriate. If the teacher does not address the concern in a timely or satisfactory manner, the parent may contact the building principal for additional support. If the building principal does not address the concern in a satisfactory manner, the superintendent may be contacted. The principal may also request that the superintendent is included in problem-solving discussions. Most decisions end with the superintendent, on rare occasions, a letter to the school board may be appropriate.

### **Campus Transfers**

Mid-year campus-to campus transfers are not encouraged or recommended. Although GCS K-8 curriculum and programs are the same, pacing and coverage of material may vary making it difficult for the child to academically transfer. If a transfer is still deemed necessary, parents must first contact their current building principal to receive a recommendation for transfer. Once the principal of the receiving school receives the sending principal's recommendation, the transfer the student and his/her parents will be asked to appear before an acceptance committee consisting of administration and teachers. To finalize the transfer, the committee must approve the student.

A student who is expelled may not appeal for a transfer to another GCS campus. Students who are suspended are considered on a case-by-case basis. School behavior record and grades are always considered by the committee.

### **Parental Support**

The unique culture of Gilbert Christian Schools depends on harmony and mutual respect between the administration, teachers, and parents. We should be "eager to maintain the unity of the Spirit in the bond of peace" as is taught in Ephesians 4:3. The key to this is love and strict adherence to Scriptural standards of conduct in all of our relationships, including demonstrations of unity (1 Peter 3:8), respect for authority (Romans 13:1-7), and conflict resolution according to Matthew 18:15. The administration reserves the right to withhold the privilege of enrollment or re-enrollment if it is deemed the school partnership is detrimental to the common good.

## **FIELD TRIPS**

Pre-School classes will attend one field trip each year. That field trip will happen on the second to the last day of school, when they will participate in our annual water day event. The children will have the opportunity to ride down water slides, slip and slide, play ground time, and yummy popcorn and snow cones.

All events that are outside of the pre-school classroom, playground, or gym are considered a field trip according to state guidelines. In the event of a field trip, you will receive written notice regarding the field trip, departure and arrival times, where the field trip will take place, and any special directions. This form will need your signature, approving your child may participate. No field trip will utilize transportation vehicles.

## **HELPFUL REMINDERS**

### **Hallway Use**

The hallway is shared space between all students on the K-8 campus. Students are expected to comply with the following rules:

- The hallway is to remain quiet during regular school hours. Students passing between classes are to keep their voices quiet.
- The hallway is OFF LIMITS for middle school students during the lunch break and before school except in passing.
- Students using the hallway to access restrooms are to use godly and appropriate speech and behavior.

### **Books**

Specific books are assigned to each student at the beginning of each course. Students are expected to keep all books they are assigned or use in good condition. Students are not to write in or deface books in any way. If books are returned at the end of the course or year and are damaged or defaced, GCS will require the student who was assigned the book in question to reimburse the school for excessive wear and tear. The cost is \$5 for paperback books, and \$25 for textbooks lost or damaged. Instruments lost or damaged need to be reported to administration as soon as possible for the appropriate fee. All monies for lost or damaged items may be turned in to the front desk.

### **Reporting to the Office**

Students, who are dismissed from class because of improper conduct, will report immediately to the office and will be required to see the principal. Dismissal from class may require a joint parent, teacher, principal conference before the student is reinstated.

### **Leaving School During the Day**

GCS is a closed campus. Students are not to leave the school by themselves, or in groups, without official school permission during the school day. They may only do so if they are excused by a parent for doctor/dental appointments or serious family matters requiring their presence at home. The school will not approve parent requests for students to leave unaccompanied during the school day for recreational purposes, including lunch. Students given parental permission to leave campus become the parent's responsibility and liability as soon as they have left campus.

### **Items Not Allowed at School**

Students should not bring to school or use anywhere on the Gilbert Christian Schools campus any items that present dangers to themselves or to others, or that are incompatible with the culture we seek to create here. Administration officials retain discretion in identifying these items. Examples of items that are not acceptable to bring to school would consist of skateboards, rollerblades, plastic squirt guns, etc.

### **Empty Classrooms**

Empty classrooms should always be locked. Students are not allowed to be in a classroom unless supervised by a paid GCS employee member inside or just outside the classroom.

### **Courtyard and Hallways Before School**

Elementary children are to drop their backpacks off at the classroom door and enter the playground where there is supervision before school. Students with parents supervising may wait in the courtyards before school. No one may linger in the hallways due to congestion.

### **Dog Policy**

Friendly, calm, vaccinated dogs are permitted on Gilbert Christian campus. All dogs must be leashed and carefully controlled by an adult owner. Dogs are not permitted inside any Gilbert Christian building (office, hallways, gym, classrooms, etc.). Service dogs are always permitted according to law. As a courtesy and for cleanliness reasons, please do not permit your dog to defecate or urinate on artificial turf or school grounds.