

GILBERT CHRISTIAN SCHOOLS
Serving our Lord one student at a time



GILBERT CHRISTIAN HIGH SCHOOL
2019-2020 STUDENT HANDBOOK

REVISED: JULY 10, 2019



2019-2020 Revisions

In order to serve the families of GCHS and keep up with the changing culture of GCHS and the world, the handbook is updated accordingly. It is the expectation that all students and families will carefully read everything in this handbook to prepare for a successful year at GCHS. By signing the Handbook Receipt and Agreement Form (or acknowledging online during enrollment), you are acknowledging you have read this handbook. Failure to know the rules will not serve as a defense.

Revisions and Areas of Importance

- Athletic and Activity Eligibility (p. 54-55)
- Audio Recordings, Pictures, or Videos in Classrooms (p. 29)
- Pictures or Videos in Restrooms and Locker Rooms (p. 29)



Letter from Our Principal

Dear Gilbert Christian High School Families,

Welcome to the 2019-2020 school year! I wanted to take a moment to introduce myself as the new high school principal at GCS. Prior to coming here last year, I had the privilege of working in Tacoma, Washington, at Life Christian Academy in a variety of roles including teacher, dean of spiritual life, basketball coach, athletic director, department chair, dean of students, upper school vice principal, middle school principal, and director of advancement. During my career, I have enjoyed mentoring students, parenting alongside parents, and building lasting relationships with the staff and teachers.

I am looking forward to a new and exciting year with you at Gilbert Christian School—one filled with both spiritual and academic growth. One of my main goals for the students this year is to increase the opportunities for high-quality academic instruction and spiritual growth. Another objective is to allow more quality mentoring opportunities between our students and the awesome teachers with which God has blessed this school.

We have compiled this handbook to provide an expression of our commitment with you as a learning community. Its content spans from issues of academic concerns to student life to parent involvement. Although the school has prepared this handbook with careful and thoughtful planning, no doubt there will be additional issues and unforeseen concerns as we walk through this school year together. When this happens, Administration will do our best to communicate with you clearly and promptly as possible. The spirit of this handbook is to allow GCHS to conduct itself in such a way as to give glory and honor to God. It is my hope and prayer that this coming year will be a rewarding one for you and your child. We are thankful for having this opportunity to partner with you in the raising of your children. We pray that the 2019-20 school year is their best year yet!

In Christ we stand,

Mark Lovelady
High School Principal

Love God. Love Others. Speak Life. Pray Powerful Prayers.



Table of Contents

2019-2020 Revisions	1
<i>Revisions and Areas of Importance.....</i>	<i>1</i>
Letter from Our Principal.....	2
Gilbert Christian High School	8
<i>Administrative Team</i>	<i>8</i>
<i>High School Faculty.....</i>	<i>9</i>
<i>Introduction.....</i>	<i>11</i>
Mission of Gilbert Christian Schools.....	11
Vision of Gilbert Christian High School	11
Our Core Values	11
Statement of Faith.....	11
Position on Critical Issues	13
Statement on Marriage, Gender, and Sexuality	13
Accreditations and Memberships	14
Academic Program	15
<i>Daily Schedule.....</i>	<i>15</i>
<i>Campus Hours</i>	<i>15</i>
<i>Z-Hour</i>	<i>16</i>
<i>Break.....</i>	<i>16</i>
<i>Chapels.....</i>	<i>16</i>
<i>Small Groups.....</i>	<i>16</i>
<i>Bible Program</i>	<i>16</i>
<i>Grading System.....</i>	<i>16</i>
<i>Homework Assignment Policy.....</i>	<i>17</i>
<i>Principal's List.....</i>	<i>18</i>
<i>Dean's List.....</i>	<i>18</i>
<i>Failed Course Policy</i>	<i>18</i>
<i>Prerequisite Course Policy.....</i>	<i>19</i>
<i>Drop/Add Policy for Class Change.....</i>	<i>19</i>
<i>Academic Integrity</i>	<i>19</i>
<i>Student Records.....</i>	<i>20</i>
Custodial/Non-Custodial Parent Access to Records	20



<i>Custodial Parent Agreements/Access.....</i>	<i>20</i>
<i>Confidentiality Statement.....</i>	<i>21</i>
<i>RenWeb, Moodle, and Email.....</i>	<i>21</i>
<i>Community Service.....</i>	<i>22</i>
<i>Graduation Honor for Excellence in Volunteering.....</i>	<i>22</i>
Expectations.....	24
<i>Student Code of Conduct.....</i>	<i>24</i>
<i>High School Dress Code.....</i>	<i>25</i>
General Dress Code Guidelines.....	25
Timeframe.....	25
Tops.....	25
Bottoms.....	26
Accessories/Headgear.....	26
Hairstyle.....	27
Shoes.....	27
Spirit Week Dress Code.....	27
Formal Extracurricular Activities.....	27
On and Off-Campus School Events.....	28
Athletics Practices.....	28
Athletics Game Days.....	28
Violations.....	28
<i>Automobiles and Student Transportation.....</i>	<i>28</i>
Automobile Searches.....	28
<i>Building Access.....</i>	<i>29</i>
<i>Bathrooms.....</i>	<i>29</i>
<i>Lockers.....</i>	<i>29</i>
Locker Room.....	29
Locker Searches.....	29
<i>The Snack Shack.....</i>	<i>29</i>
<i>Legacy Hall.....</i>	<i>30</i>
<i>Classrooms, Building, and Property.....</i>	<i>30</i>
<i>Prohibited Items.....</i>	<i>30</i>
<i>Personal Electronic Devices, Including Phones, Music Players, Etc.....</i>	<i>30</i>
<i>Lunch Room.....</i>	<i>31</i>



<i>Closed Campus</i>	31
<i>Visitors to Campus</i>	31
<i>Student Passes</i>	31
<i>Chapels and Assemblies</i>	32
<i>Language and Inappropriate Items</i>	32
<i>Dancing and Music</i>	32
<i>Student Publications and Public Speech</i>	32
<i>Internet, Social Media, and Personal Use of Electronic Resources</i>	32
Student Acceptable Use.....	32
Student Unacceptable Use	33
Plagiarism and Copyright Infringement	33
Student Rights	33
Due Process	34
Limitation of Liability	34
Student’s Personal Responsibility	34
<i>Due Process and Grievance Procedures for Families</i>	34
Absence and Tardy Policy	36
<i>Attendance</i>	36
<i>Absences</i>	36
Excused Absences.....	36
Unexcused Absences.....	37
Parent Request for Student Absence	37
<i>Excessive Absences</i>	37
<i>Tardy to School</i>	38
<i>Tardy to Class</i>	38
<i>Unexcused Absences and Tardies</i>	38
<i>Official School-Sponsored Functions</i>	38
<i>RenWeb Attendance Codes</i>	39
<i>Office and Medication</i>	39
Emergency Procedures	41
<i>Emergency Procedures and Drills</i>	41
Fire	41
Lock Down	41
Power Failure.....	41



General Discipline	42
<i>Discipline Philosophy</i>	42
<i>Matthew 18 Principle</i>	42
<i>Guidelines for Appeal Process</i>	43
<i>Classroom Discipline</i>	43
<i>School-Provided Transportation</i>	44
<i>School Behavior Policies</i>	44
<i>Cheating</i>	44
<i>Harassment, Bullying, and Cyberbullying</i>	45
<i>Sexual Harassment</i>	45
Sexual Harassment Defined.....	45
Complaint Process.....	46
<i>Statement on Marriage, Gender, and Sexuality</i>	47
Employees and Volunteers.....	47
Students.....	47
GCHS Families.....	48
GCHS Facilities and Functions.....	48
<i>Search and Seizure</i>	48
<i>Alcoholic Beverages, Illegal Drugs, Controlled Substances, and Pornography</i>	48
<i>Smoking, Vaping, JUUL, and/or Tobacco</i>	49
<i>Possession of Weapons</i>	49
<i>Major Conduct Violations</i>	50
Level One.....	50
Level Two.....	51
<i>Academic and Behavioral Probation</i>	52
Academic Probation.....	52
Behavioral Probation.....	52
Length of Probation.....	52
<i>Detention</i>	52
<i>Saturday School</i>	52
<i>Suspensions</i>	53
In-School Suspension (ISS).....	53
Out-of-School Suspension (OSS).....	53
Make-Up Work During Suspension.....	53



<i>Expulsion</i>	53
Extra-Curricular Activities	54
<i>Participation in After-School Activities</i>	54
<i>Activities</i>	54
<i>Achieving and Maintaining Eligibility</i>	54
Academic Eligibility.....	54
Attendance Eligibility.....	55
Behavioral Eligibility.....	55
<i>Standards for Athletic and Activity Participation</i>	55
<i>Sport Schedules</i>	56
<i>Standards for Social Functions</i>	56



Gilbert Christian High School

Administrative Team

High School Office 480-699-1215

Jim Desmarchais	Superintendent
Mark Lovelady	Principal
Matt Johnson	Vice Principal/District Athletics Director
Lynne Paasch	Assistant to the Superintendent
Debbie Hoffman	Assistant to the Principals
Chris Gargan	Assistant Athletics Director
Christina Lang	College and Career Counselor (10 th & 12 th Grade)
Amanda Johnson	Counselor & Dual Enrollment Coordinator (9 th & 11 th Grade)
Frank DeSena	Director of Student Services
Kimberly Young	Registrar
Troy Hunt	Business Director
James Dragonette	Director of Finance
Tara Turner	Tuition Account Manager
Don Keysor	Facilities Manager
Curtis Mateja	Facilities
Kathy Grebe	Accountant
Julie Gilmore	Bookkeeper
Jody McCoy	Front Desk
Michelle Wilson	Front Desk
Maritta Krahling	Front Desk



High School Faculty

Rachel	Boylan	English Department	rachel.boylan@gcsaz.org
Cyndi	Brannon	Fine Arts Department History Department	cyndi.brannon@gcsaz.org
Katelyn	Ceton	English Department	katelyn.ceton@gcsaz.org
Derek	Chisum	Mathematics Department	derek.chisum@gcsaz.org
Natasha	Desmarchais	Physical Education Department	natasha.desmarchais@gcsaz.org
Rebecca	Feely	Science Department	rebecca.feely@gcsaz.org
Laura	Fellows	Computer Lab IT Department	laura.fellows@gcsaz.org
Anna	Field	Science Department Robotics	anna.field@gcsaz.org
Deborah	Hightower	Physical Education Department	deborah.hightower@gcsaz.org
Joel	Holsinger	Fine Arts Department	joel.holsinger@gcsaz.org
Brent	Jarles	History Department STUCO Video Production	brent.jarles@gcsaz.org
Chris	Jones	G.E.A.R.	chris.jones@gcsaz.org
Kelly	Jones	English Department	kelly.jones@gcsaz.org
Kurt	Keener	History Department	kurt.keener@gcsaz.org
Miranda	Kotchnik	Mathematics Department	miranda.kotchnik@gcsaz.org
Matthew	Littlefield	Science Department	matthew.littlefield@gcsaz.org
Angela	Mazzola	Mathematics Department	angela.mazzola@gcsaz.org
C.L.	Mitchell	Bible Department Campus Pastor	cl.mitchell@gcsaz.org
Danny	Norris	Physical Education Department	danny.norris@gcsaz.org
Mike	Paasch	Spanish Department Yearbook	mike.paasch@gcsaz.org
Jason	Pasquariello	History Department	jason.pasquariello@gcsaz.org



Melody	Perry	Fine Arts Department	melody.perry@gcsaz.org
David	Querfeld	Spanish Department	david.querfeld@gcsaz.org
Katelyn	Rachoy	Fine Arts Department	katelyn.rachoy@gcsaz.org
Jordan	Rakita	Fine Arts Department Worship Team Leader	jordan.rakita@gcsaz.org
Andrew	Robinson	Bible Department English Department Fine Arts Department	andrew.robinson@gcsaz.org
Chris	Russell	Mathematics Department	chris.russell@gcsaz.org
Dakota	Smith	Bible Department Spiritual Life Director	dakota.smith@gcsaz.org
Ashley	Storey	Science Department Athletics Trainer	ashley.storey@gcsaz.org
Stefan	Wilson	Bible Department	stefan.wilson@gcsaz.org



Introduction

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 international students.

Mission of Gilbert Christian Schools

To create the premier Christian school in Arizona by providing excellence in academics, arts and athletics in a Christian environment that seeks to transform the minds of its students through the study and application of God's word and equip students to impact the community for His glory.

Vision of Gilbert Christian High School

Gilbert Christian High School is a Christ-Centered, college-preparatory school aimed at raising up well-rounded young men and women to impact the world for Jesus Christ.

Our Core Values

- Christ-Centered
 - ❖ Driven by biblical precepts
 - ❖ Instills biblical worldviews
 - ❖ Cultivates spiritual formation
- College-Preparatory
 - ❖ Excels in all disciplines - academics, arts, and athletics
 - ❖ Expects rigorous academics
 - ❖ Equips students with the skills to succeed in college and beyond
- Character-Driven
 - ❖ Stands on biblical foundations of truth
 - ❖ Insists on academic integrity
 - ❖ Reflects biblical principles
- Community-Focused
 - ❖ Encourages academic excellence among peers
 - ❖ Leads through discipleship
 - ❖ Exemplifies servant leadership

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.

Position on Critical Issues

Gilbert Christian High School is a biblically-based school, holding to the biblical standards of morality. As such we will abide by those moral standards regardless of current social norms. We will continue to strive to communicate this to families and will expect that families who are part of Gilbert Christian High School will support the school and its teaching of these biblically-based beliefs.

Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen. 2:18-25). We believe that



God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18, 7:2-5; Heb 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10).

We believe that in order to preserve the function and integrity of Gilbert Christian Schools as a local Body of Christ, and to provide a biblical role model to the Gilbert Christian community, it is imperative that all persons employed by Gilbert Christian Schools in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the doctrines of Gilbert Christian Schools.

Accreditations and Memberships

Gilbert Christian Schools is accredited by and is a member of AdvancED (formerly the North Central Association) and the Association of Christian Schools International (ACSI). GCHS also is a member of the Arizona Interscholastic Association (AIA) and other organizations that help to accomplish the mission of the school.



Academic Program

Daily Schedule

Regular Schedule

<u>Period</u>	<u>Start</u>	<u>End</u>
1 st Period	7:45	8:34
2 nd Period	8:38	9:27
Break	9:27	9:35
3 rd Period	9:39	10:28
4 th Period	10:32	11:21
Lunch	11:21	11:51
5 th Period	11:55	12:44
6 th Period	12:48	1:37
7 th Period	1:41	2:30
Z Hour	2:30	3:15

Half-Day (All Classes)

<u>Period</u>	<u>Start</u>	<u>End</u>
1 st Period	7:45	8:14
2 nd Period	8:18	8:47
3 rd Period	8:51	9:20
4 th Period	9:24	9:53
5 th Period	9:57	10:26
6 th Period	10:30	10:59
7 th Period	11:03	11:32

Chapel Schedule (Every Other Tuesday)

<u>Period</u>	<u>Start</u>	<u>End</u>
1 st Period	7:45	8:27
2 nd Period	8:31	9:13
Chapel	9:15	10:03
Break	10:03	10:10
3 rd Period	10:14	10:56
4 th Period	11:00	11:42
Lunch	11:42	12:12
5 th Period	12:16	12:58
6 th Period	1:02	1:44
7 th Period	1:48	2:30
Z Hour	2:30	3:15

Small Group Schedule (Wednesdays)

<u>Period</u>	<u>Start</u>	<u>End</u>
1 st Period	7:45	8:27
2 nd Period	8:31	9:13
Break	9:13	9:20
Small Group	9:24	10:10
3 rd Period	10:14	10:56
4 th Period	11:00	11:42
Lunch	11:42	12:12
5 th Period	12:16	12:58
6 th Period	1:02	1:44
7 th Period	1:48	2:30
Z Hour	2:30	3:15

Note: All other schedules can be found at www.gilbertchristianschools.org

Campus Hours

The Gilbert Christian High School day begins at 7:45 a.m. and ends at 2:30 p.m. Z-hour follows from 2:30 – 3:15 p.m.

Students should arrive by 7:30 a.m. to get a good start on the day. This gives students a chance to visit their lockers, talk to friends, and arrive at class promptly.

The campus is locked at 4:00 p.m. Unless students are working with a teacher, at practice, or getting ready for a game, students should be off campus by 4:00 p.m. as there are not staff/faculty on campus to supervise them. If students are still on campus when the office closes, they will be asked to leave the building and await their ride outside. If there is an emergency or



extraordinary circumstances, please call the office so that arrangements can be made.

If a student is going to be absent or late for school, the parents or guardians must email or call the school office by 7:45 a.m. at (480) 699-1215 or hsoffice@gcsaz.org.

Z-Hour

Z-hour is every school day from 2:30 – 3:15 p.m. It is a protected period following 7th period for students to get tutoring or additional help from teachers prior to sports or club meetings. Students should either be in Z-hour or off campus.

Break

Gilbert Christian High School has an 8-minute break between Periods 2 and 3. Students may retrieve a snack from their lockers or from the Snack Shack.

Chapels

The goal of Gilbert Christian High School's chapel is to make the character, attributes, and plan of God known among the students. In Ephesians 3:16-19, the apostle Paul prays that believers would "be strengthened with power in the inner man," that they may be "rooted and grounded in love," that they may be able to "know the love of God which surpasses knowledge, in order to be filled up to all the fullness of God." From an individual standpoint, chapel is used for personal sanctification; from a corporate standpoint, chapel is used to draw the school into unity as we seek the presence of the Lord while addressing relevant issues. Chapels happen bi-weekly on Wednesdays.

Small Groups

Students are placed each year in a small group with a teacher or parent volunteer and approximately 12 peers. GCHS uses The Cultivate Project as training for all teachers as mentors. Small groups allow students to investigate the Bible, their faith, and their daily struggles. Small groups meet every other Tuesday.

Bible Program

The overall philosophy of our Bible program at Gilbert Christian High School is to "present every believer mature in Christ" (Col. 1:28) through the knowledge, wisdom, and practice of the Scriptures. Freshman Bible works through a survey of the Old Testament. Sophomore Bible walks through a survey of the New Testament. Junior Bible travels through Biblical Interpretation & Systematic Theology, while Senior Bible addresses the apologetic defense of the Christian faith from both a Classical and Presuppositional framework.

Grading System

The GCHS curriculum is designed for college-prep requirements and academic rigor. Grades are calibrated to reflect skill, achievement, and effort relative to competitive standards and distinguish peer accomplishment. Grades must be given with academic integrity according to published criteria approved by the Administration. Grade point values and the percentages used



to determine each grade are listed below.

Courses which cannot establish differentiable letter grades will issue “Pass” or “Fail” designations. These are not calculated in the GPA. High school classes taken during junior high will appear on a student’s high school transcript and count towards their high school GPA, except when calculating Valedictorian and Salutatorian rankings.

All grades are calculated as cumulative semester grades with Quarter Grade Reports being for reference only. Grades are calculated using the RenWeb system, based on the categories and requirements in the teacher’s syllabus. Final exams (and midterms) will be counted outside of normal grades for a maximum of 20% of the semester grade. The high school grading scale is listed below and applies to all classes except Dual Enrollment classes that are required to follow a University's grading scale. Rounding up of grades is completely up to the teacher’s discretion and the policies in his/her syllabus, but will only be done at the end of semesters once all grades have been calculated.

Percentage	Letter Grade	Grade Point Value	Weighted Class
90-100	A	4.0	5.0
80-89	B	3.0	4.0
70-79	C	2.0	3.0
60-69	D	1.0	2.0
0-59	F	0.0	0.0

Homework Assignment Policy

Homework is a valuable aid in helping students make the most of their school experience. Gilbert Christian High School defines homework as an independent activity to be accomplished outside of the school day without teacher assistance to reinforce concepts learned in class. Effective use of homework requires cooperation between the student, parents, teachers, and Administration.

Students who learn quickly and apply themselves during the school day may have comparatively less homework than other students. Some will find it necessary to spend more time doing homework to keep up to grade level. The amount of evening study will be greatly affected by effective time management during and immediately after the school day. As an average, high school students can expect two hours of homework per week for each subject.

Homework assignments will be left up to the discretion and judgment of each teacher. Some courses require more homework than others. However, all students are expected to have assignments completed on the date due. **School policy is not to accept late work.** Each teacher is the judge of any special circumstances that may result in partial credit for late work. Teachers are also responsible for communicating with students their expectations for each homework assignment and for returning corrected homework assignments in a timely manner.



Parents have a responsibility in supporting homework by providing a time and place with an atmosphere that encourages concentration upon the work to be done. Parents should encourage their student by showing interest in and affirming the importance of doing quality work on assignments. Parents should also be careful to monitor other activities that may conflict with time needed for study.

For pre-arranged absences such as athletics trips, concerts, medical/dental appointments, etc., it is the student's responsibility to obtain all assignments prior to the absence, and all work must be turned in by the normal assignment day unless otherwise indicated by the instructor. When a student misses class due to an excused absence, he/she has one day to make up the missed work for each day absent.

Unfinished class work or work missed due to absences, although accomplished outside of the school day, is not included in the school's definition of homework. There will be no assignments to be completed during Fall, Thanksgiving, Christmas, or Spring breaks. (Honors and Dual Enrollment courses are the exception.)

When a student is absent, parents should contact the teacher via email or check the Gilbert Christian High School website for homework. In the event of an extended absence of three or more days, a request may be made to the office staff upon the third day of absence requesting homework. Requests should be made between 8:00 a.m. and 9:00 a.m. to ensure assignment availability that afternoon. The office staff will send an email to the teachers of the student requesting that any homework be sent to the school office for pickup by 3:30 p.m. A parent may come to the school during school hours and access their student's locker in order to obtain any necessary textbooks, notebooks, or other materials their student might need in order to complete assignments at home. We request that parents check in at the front office before proceeding to their child's locker.

Principal's List

A student will be recognized for the Principal's List for earning a GPA of 4.0 or above in a semester.

Dean's List

A student will be recognized for the Dean's List for earning a GPA of at least 3.75 in a semester.

Failed Course Policy

If a student receives an "F" grade in a semester course required for graduation, the course must be retaken through an accredited institution either during the summer or online, unless special arrangements are made with the guidance counselor and school administration. The course taken elsewhere is noted on the transcript, and the original "F" is replaced by the repeated course grade in the GPA but is still noted on the transcript. Failed courses must be taken care of in summer school or online before fall enrollment will be approved.



Prerequisite Course Policy

With the progressive nature of educational courses in mind, if a student receives a grade lower than a C in any prerequisite course (i.e., Algebra 1 is a prerequisite for Geometry, Spanish 1 is a prerequisite for Spanish 2, etc.) the student will not be allowed to enter the successive course without a teacher recommendation, which may require extracurricular study of the subject.

Drop/Add Policy for Class Change

Students who select a course and find that the course is not meeting their needs may request a schedule change during the first five days of the semester.

Students will be permitted to drop classes due to extended illness or if they have been misplaced due to inaccurate testing and recommendations. Parent or teacher must initiate these requests.

Academic Integrity

All work (in-class assignments, homework, projects, etc.) is considered to be an individual grade and must represent the student's own independent effort unless specific permission has been given by the teacher for students to work together on a particular assignment. Cheating, plagiarism or any other type of academic misconduct that enables a student to receive a grade or score that was not or would not have been earned legitimately will receive consequences. The teacher will have his/her own grading policy for these incidents, in addition to the school based discipline.

Students are expected to respect the integrity of school networks by honoring privileges, and abstaining from the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs.

Students may not use each other's accounts. Accessing another person's account will be considered either theft or cheating, depending on how access of the academic materials was obtained.

Vandalism or hacking of school computer systems will result in discipline up to and including expulsion from school. Vandalism is defined by any malicious attempt to alter, harm, or destroy the data of another user. This includes, but is not limited to, the uploading or creation of a virus. Hacking includes, but is not limited to, trying to gain unauthorized access to files or systems.

Security on any computer system is a high priority. If a student becomes aware there is a security problem, he/she must notify the technology office at once. Students are forbidden from demonstrating the problem to others.

Students are expected to abide by copyright laws and properly cite the intellectual property created by others. Plagiarism is expressly forbidden at GCHS and will result in disciplinary action.



Student Records

Student records are maintained for the benefit of the student and are used for instruction, career development, guidance, and educational placement. Student records shall include:

- All academic records including transcripts of Grades 9-12, records of attendance, progress reports, achievement test records, and records of health as required by Arizona state law.
- All behavioral records, including psychological testing, personality evaluation, letters to parents, records of conversations, transcripts of incidents, and formal administrative actions taken relative to student behavior.
- International students' records will include copies of the I-20, passport, and supporting documents as required by immigration law.
- All student records maintained by the school shall be made available for inspection by the student, parent, or guardian. These records will be made available only in the presence of a school official.
- The administration may withhold report cards, diplomas, or other records if the student owes a fee or has lost or willfully damaged or injured school property until the amount owed is paid in full.
- The school may not withhold academic records when such records are requested by another district for placement of the student.

Custodial/Non-Custodial Parent Access to Records

Gilbert Christian Schools presumes that the person who enrolls a student in school is the student's custodial parent. Unless the court specifies otherwise, the custodial parent "may determine the child's upbringing, including his education". Parents or guardians have the two-fold right to receive information contained in the school records concerning their minor child and to forbid or permit the disclosure of such information to others unless authorized by the custodial parent.

Gilbert Christian Schools, unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to the above rights, the custodial parent will be requested to submit a certified copy of the court order, which curtails these specific rights.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, will be given access to all of the student's educational records, including, but not limited to, the student's cumulative file (when applicable), and upon written request, an opportunity to conference with the student's teacher.

Students are not permitted to visit with or be released to anyone, including the non-custodial parent, without the approval of the custodial parent.

Custodial Parent Agreements/Access

Gilbert Christian Schools will administer student access and student supervision in alignment with the most current custodial agreement that has been provided to our school registrar's office.



That information will remain in the student file for reference. In conjunction with the terms of the agreement, our school will work within established guidelines. The guidelines are:

- Each parent may produce a list of names as emergency contacts.
- Each parent may produce a list of those names (suggested list be two names) who can pick up children during or after school on the day that parent has custody of the student.
- No parent may remove nor alter any of the names submitted by the other parent.
- It is not up to the school to determine which days the children are to go to which parent.
- We have no responsibility to provide financial records to the non-fiduciary parent.
- All parents have equal access to the student files related to registration, health records, and achievement information.
- A parent may volunteer for field trip unless there is a restraining order against the parent by the opposing parent of the child.
- If in doubt as to who the person is that says they are authorized to pick up a child, proof of identification is required.

Confidentiality Statement

There may be a need for a student to receive counseling for academic, behavioral, and/or personal reasons. To further this ministry, parents and students need to understand the following information on both ethical and legal grounds.

Conversations in counseling sessions are considered confidential. However, the following are events that may necessitate a report to the Arizona Department of Health Services:

1. Legal
 - a. Physical or sexual abuse
 - b. Serious evidence of suicidal tendencies
 - c. Serious evidence of the possibility of harm to others
 - d. Instances of pregnancy. Parents of students who are under the age of 16 must be notified.
2. School Policy
 - a. Any school rule and state or federal laws which have been broken may be reported to the administration, parents, and/or the police department.

RenWeb, Moodle, and Email

GCHS provides parents and students the ability to electronically monitor students' grades, coursework, and progress. Through the GCS ParentsWeb and RenWeb app, parents and students can check grades from home (See Missing Work) and send messages directly to their instructors.

Moodle is an online learning platform that teachers at GCS utilize to post work, resources, assignments, presentations, etc. This allows students to access work they began at school when they get home, to work on missed assignments due to absences, and submit work remotely as they will do in college.

Students and parents will receive their logins for RenWeb, Moodle, and their student email once



they are enrolled and can contact the school at any time with questions about access, resources, etc.

Community Service

Community service is a natural component of a Christian school's co-curricular and extracurricular program. This program provides an opportunity for high school students to serve others, and thus, honor Christ. Each GCHS student is required to participate in nine hours of community service for each semester they are enrolled in high school, which is achieved through the Lumina program. Community service hours may also be earned during school breaks for the semester in which the break is scheduled and can be counted towards the Graduation Honor for Excellence in Volunteering. Students who miss Lumina will need to make up the hours through an outside service opportunity and present documentation to their Bible teacher in order to receive credit.

Graduation Honor for Excellence in Volunteering

This is an honor for high school students who contribute significantly to the improvement of their school or the greater community through volunteering. All GCS high school students may choose to earn the Honor for Excellence in Volunteering.

Students who earn this honor will be recognized at graduation with a white cord.

The Honor for Excellence in Volunteering will be awarded to students for their completion of 150 hours of unpaid service throughout their four years of high school. At least 30 hours need to be earned in more than one category. Hours are subject to approval. Any activity that is not on the approved list of categories must be preapproved by Administration before it is counted.

Category A

- Volunteer time assisting or coaching any sport or athletics activity without compensation.
- Volunteer time helping a teacher or office staff member without compensation.
- Travel and "hanging out" time does not count. Time must be spent outside of school hours.

(Examples: Running the time clock for a basketball game, covering books for the office, etc.)

Category B

- Volunteer time on missions work or raising money for missions work. Hours spent planning the project count.
- Time spent after school or on weekends on a mission project or school-organized activity. (Note regarding mission trips: Travel time, meal time, and sleep time do not count.)

(Examples: Building homes in Juarez, collecting and sorting cans on Saturday for a food drive, etc.)



Category C

- Volunteer time at church.

(Examples: Teaching Sunday school, assisting children/office staff, set up/tear down, etc.)

Category D

- Volunteer time babysitting or tutoring outside of school time without compensation.

(Note: Babysitting/tutoring your own family members does not count.)

Category E

- Volunteer time at a non-profit secular charity.

- Lumina in-school service hours

(Example: Serving food at a soup kitchen, Feed my Starving Children, etc.)

Note: Applications are available at www.gilbertchristianschools.org or in the school office.



Expectations

Every student should understand that attendance at Gilbert Christian High School is a privilege. Therefore, students are obligated to be familiar with the responsibilities of being a student at GCHS as reflected in the contents of the Student Handbook. **Fulfilling the Student Code responsibilities and those requirements outlined in the Student Handbook is essential to maintaining the privilege of attendance at Gilbert Christian High School.** We ask that parents review this Code of Conduct, as well as other policies outlined in the handbook, on an annual basis with their children.

Student Code of Conduct

Love God as demonstrated through

- Knowing Him and His creation through strong rigorous classroom study and regular Bible reading
- Participating in corporate or private worship and prayer
- Spending time with other Spirit-filled Christians through regular church attendance and community service

Love Others as demonstrated through

- Submission to all those who are in authority
- Respect toward school personnel, facilities, and rules
- Respect toward friends and peers, serving others when possible
- Loving others by respecting their personal space
- Observing honesty and integrity and encouraging others to do so
- Demonstrating the ability to be “on time and on task” during attendance at school and programs
- Dressing in a modest and positive fashion that portrays the inner beauty of a Spirit-filled Christian

Speak Life as demonstrated through

- Regularly speaking words of encouragement that glorify God and encourage others
- Avoiding attitudes that promote negative or angry emotions
- Speaking the truth always and confessing misbehavior

Pray Powerful Prayers as demonstrated through

- Knowing Jesus Christ as our Lord, Savior, and Advocate when we pray to our Heavenly Father in the power of the Holy Spirit
- Regularly praying to God through prayers of thanksgiving, adoration, and confession
- Regularly praying for the health, provision, and relationships of others

Regardless of a student’s spiritual maturity, Gilbert Christian High School students are expected at all times to demonstrate behaviors consistent with a Christian testimony, whether on or off campus. If a GCHS student finds themselves in an environment that can compromise their testimony, they are to leave that environment immediately and document doing so. This would include, but is not limited to, public gatherings, social and sporting events, and all forms of social media. Although GCHS does not intentionally supervise the outside school behavior of its students, deeming it the responsibility of the parents, school administration may evoke discipline when made aware of any outside school behavior that is not consistent with the Student Code of Conduct as represented in the Gilbert Christian High School Student Handbook.



High School Dress Code

Gilbert Christian High School seeks to maintain an appropriate educational environment, so modesty, neatness, and cleanliness are essential. Clothing or hairstyles that distract from the educational process or that draw attention are not appropriate. Christians are encouraged in the Bible to observe the principles of modesty, to avoid drawing attention to themselves, and to glorify God in all their behavior. Dress standards are part of all work places and a way for all to demonstrate positive leadership. Extremes in fashions are considered inappropriate and distracting. Parents are expected to monitor their student's dress. If the student's clothing does not reflect modesty or neatness, they may be required to remain in the school office until they can change into appropriate clothing or their parents can bring appropriate clothing. In cases where parents have questions or have not monitored the student's dress which leads to violation of the dress code, *the administration will be the final authority.*

Listed below are the clothing items that meet the GCHS dress code requirements. If it is not listed below, it is not allowed.

General Dress Code Guidelines

Students at GCHS are required to dress nicely every day. Students are not to write or draw on their skin, shoes, or clothing.

Timeframe

The dress code applies to all students while on campus on school days. Administration, coaches, sponsors, teachers, and counselors can establish dress standards, both home and away.

Tops

Sweatshirts and polo shirts

Uniform tops are available for purchase at <https://gilbertchristianschools.org/uniforms/>.

- LOGO – May only be located on the front and must be no larger than two inches. No logos on the back or sleeves. This includes clothing brands and college logo wear.
- STRIPES – **No stripes of any kind** (whether on the collar, sleeves, front, or back of the shirt).
- GCS POLO SHIRTS – All polo shirts must have the GCS logo. Long or short-sleeved styles are allowed. Shirts do not need to be tucked in but **MUST BE LONG ENOUGH SO MIDRIFF DOES NOT SHOW AT ANY TIME.** *If the shirt is not long enough when raising your arms up don't wear it to school.*
- LONG-SLEEVED T-SHIRTS under short-sleeved polo shirts are allowed. Once again, no logo, brand, or striping on the sleeves is permitted.
- SWEATSHIRTS, JACKETS, AND WINDBREAKERS
 - ❖ **Must have a GCS polo underneath at all times.**
 - ❖ **Full zip or ¼ zip sweatshirts and windbreakers must be:**
 - ✓ **Plain**
 - ✓ **Small (2x2 in.) brand logo**
 - ✓ **Small (2x2 in.) college logo**



- ❖ **Hooded sweatshirts must have a GCS logo (any size).**
- **Not Allowed**
 - ❖ Flannel shirts

Friday School Spirit Day: all students may wear GCS t-shirts rather than polos

SPECIAL PERMISSION FOR SENIORS ONLY: Friday large college logo apparel

Bottoms

All pants and shorts must be worn at the waistline (no sagging). Pants are not to be overly baggy or overly tight. Jeans may be worn on any day. Permitted colors are navy, black, gray, and khaki (beige).

- **PANTS, JEANS, and SHORTS** may not contain any holes, rips, tears, or be threadbare. Must be hemmed.
- **JOGGER-STYLE PANTS** are permitted as long as they are not “sweats” material or skin tight.
- **SHORTS** must be “Bermuda” length and in good taste as determined by the administration.
- **DRESSES AND SKIRTS (Girls Only for presentation purposes, athletics events, or field trips)** May be any color or pattern. Length must be to the bottom of the fingertips. No high-cut slits allowed. Leggings and tights (solid color) are allowed under dress code dresses or skirts. Fashionable leggings that are made to be worn under an appropriate skirt or dress are allowed, as long as the top layer comes down to at least 4 inches above the knee, all the way around.

The Following Are Not Allowed

- Athletic wear, workout pants, yoga pants, sweatpants, leggings, any “stretchy” type material, etc.
- Overalls and skin-tight pants
- Frayed or unhemmed bottoms (and the hem must not drag on the ground)
- Leather or faux pants

Accessories/Headgear

- Hats, hoods, and other head coverings, as well as sunglasses, are not allowed to be worn inside the building.
- No black nail polish or lipstick for boys or girls. Boys may not wear nail polish of any color.
- No visible body, tongue, or nose piercings.
- Boys cannot wear earrings, Band-Aids, clear plastic studs, tape, or any other coverings on earlobes.
- Girls are permitted to wear earrings only.
- No dog chains, large belt buckles, wallet chains, or gothic accessories.
- Tattoos are not to be visible.



Hairstyle

- Hair is to be neat, clean, and out of the eyes.
- Only a natural hair color will be allowed.
- Boys' hair length may not exceed the top of the collar and must be above the earlobes.
- No ponytails, manbuns, or hair adornments allowed for boys. It is the administration's prerogative to require changes.
- Extreme hairstyles are not acceptable.
- Facial hair is not allowed. Administration reserves the right to require changes.

Shoes

- Shoes/footwear are to be worn at all times.
- Some classes may require closed-toe shoes for safety.
- Shoes that are not permitted include anything with a wedge, heel, or pump as well as slippers.

Spirit Week Dress Code

- The Student Council will set the guidelines for the spirit dress days each year during Homecoming, Sadie Hawkins, and Prom weeks.
- Students are to follow these guidelines or be in regular school dress code.
- No matter what, students may not wear the following items for Spirit Dress:
 - ✓ tights or leggings
 - ✓ skirts or mini dresses
 - ✓ short shorts
 - ✓ bathing suits
 - ✓ tank tops or sleeveless shirts
 - ✓ shirts with open backs or low-cut backs
 - ✓ any shirts or bottoms that show undergarments
 - ✓ shirts that show midsections
 - ✓ any clothing that has vulgar, anti-Christian, or other unlawful material on it
 - ✓ any clothes with holes in them.
- If the Spirit Day calls for wearing a dress, students may do so with leggings underneath, if the skirt/dress does not reach the knees
- If a student is out of dress code on a spirit day, he/she will be required to change into normal GCHS Dress Code attire.

Formal Extracurricular Activities

- Graduation: Girls must wear a semi-formal dress of dress code knee length and appropriate top (sleeveless/strapless that provide appropriate coverage). Boys must wear dress shirt and tie attire.
- Baccalaureate: Girls must wear a formal $\frac{3}{4}$ length or longer. Boys must wear jacket and tie attire.
- Formal Dances: Dances have a dress code provided prior to the dance for both young men and women. See administration for details. **Do not buy any items without first consulting the dress code for the dance.**



On and Off-Campus School Events

When classes, teams, musical groups, etc., travel as representatives of Gilbert Christian High School, the administration/advisors/coaches are responsible for setting a standard of dress appropriate for the occasion.

Athletics Practices

Appropriate dress for after-school athletics practices is expected. The coaches and athletics director will monitor this. Boys must wear shirts at all times during and after school.

Athletics Game Days

Students are allowed to wear their team jersey tops and/or team sweatsuits (both tops and bottoms) on game days only.

Violations

Immediate compliance is required for the first and all subsequent violations

- First Offense – Verbal reprimand and immediate requirement to comply.
- Second Offense – Lunch or after-school detention, parent notified.
- Third Offense – Additional and longer lunch/after-school detentions, parent notified.
- Fourth Offense – Required student/parent conference with Administration.
- Subsequent violations may result in suspension from school and further progressive discipline.

Automobiles and Student Transportation

- Student cars are to be parked in designated student parking area only.
- Spaces designated for student parking are in the parking lot on the east side of campus.
- Students may not eat lunch in cars and are not to remain in parked cars at any time during the day.
- Driving on campus is a privilege that can be revoked at any time by Administration.
- Reckless driving on campus or on the access streets could result in the loss of driving privileges on campus.
- When on campus or in the vicinity of the school, radios/stereos must not be audible beyond the confines of your automobile.
- Students may not have paint, stickers, or décor on their vehicles that do not reflect the Christian values of GCS.

Automobile Searches

- While students may drive to school, the parking lot is deemed school property.
- Automobiles may be searched upon reasonable cause as determined by Administration.



Building Access

- High school students are allowed in the building between 7:00 a.m. – 4:00 p.m. during regular school days and 7:00 a.m. to 12:00 p.m. on final exam days.
- Early morning, evening, and weekend access is allowed only when a school official is on hand to supervise the student activity.

Bathrooms

- Students are urged not to bring valuables of any kind into the bathrooms.
- Students are not allowed to store backpacks, gym bags, or any other personal items in the bathrooms.
- Students are not allowed to videotape and/or take pictures in the bathrooms (see Major Conduct Violations for consequences on page 50).

Lockers

- Each student in Grades 9-12 will be assigned a locker at the beginning of the school year.
- This locker is a place to keep coats, books, and personal items. Lockers need to be kept clean.
- Students may not use any other locker without permission of the office. Students are not to trade lockers.
- Students must use the lock provided by the school.
- Lockers are to be kept locked. GCHS is not responsible for items taken out of lockers.

Locker Room

- Students are strongly urged not to bring valuables of any kind into the locker room.
- Students are allowed to bring a lock for the purpose of securing their clothes during their PE class and sports.
- Students are NOT to be in locker rooms without staff member permission and knowledge.
- Students are not allowed to videotape and/or take pictures in the locker rooms (see Major Conduct Violations for consequences on page 50).

Locker Searches

- While each student is assigned a locker and is entitled to privacy with respect to that locker, the locker remains the possession and control of the school.
- Students are to expect that lockers may be inspected from time to time without prior notice to ensure that such areas are not being used for an unauthorized purpose.

The Snack Shack

- The Snack Shack is open during the break time between 2nd and 3rd periods.
- The Snack Shack will have various snacks and drinks available for daily purchase.
- All pricing and proceeds are controlled by Student Council (STUCO).



Legacy Hall

- Legacy Hall is available for use before and after school, as well as during break.
- Legacy Hall is not to be used during lunch other than for meetings with teachers and students.
- Legacy Hall is an area designed for studying and tutoring. Therefore, it should remain quiet, especially during Z-hour.

Classrooms, Building, and Property

- No food or drink, other than water, will be allowed in any classroom unless permission is given by the teacher.
- Students who are found defacing, vandalizing, or destroying school property will be disciplined.
- Students will be assigned to cleaning duty and held financially responsible for any damage.

Prohibited Items

- Video games and game players
- Skateboards
- Laser devices
- Paintballs, paintball guns, and airsoft equipment
- Playing cards

These items will be confiscated, and in some cases, they will not be returned until the end of the school year. Parents will be notified. Other prohibited items can be added to this list by Administration as needed throughout the school year.

Personal Electronic Devices, Including Phones, Music Players, Etc.

- Students are not to make or receive phone calls or text messages during class time. If a cell phone is **VISIBLE** during class time, it may be confiscated and returned at the end of the day.
- Students may use cell phones before school, during break, at lunch, and after school only.
- Cell phones must not make audible signals if they are left on during class time.
- Except in cases of emergency, students will not be excused from class to make or receive phone calls.
 - ❖ We ask that you make carpool, ride, and after-school care arrangements before or after school hours.
- Phones are brought to school at the students' own risk.
- Students may make emergency phone calls with their cell phones with prior staff permission.
- Students are NOT allowed to videotape or audio record during class time without teacher permission. Any student caught recording will have consequences as outline under Major Conduct Violations (p. 50). Administration and/or teachers are not allowed to listen to any student audio recordings and/or watch student video recordings.



Lunch Room

It is our desire that Gilbert Christian High School students respect the facilities that God has blessed us with. With that in mind, the following are guidelines for the lunchroom.

- The lunch room will accept cash for a Cup O' Noodles.
- All students are to eat in the Lunch Room during assigned lunch times.
- Lunch time meetings for students in other areas of the campus are allowed with permission from the principal.
- High school students can check out of the Lunch Room with permission of the administration or the adult supervising the Lunch Room. All students must remain in the building or on the patio adjoining the Lunch Room at lunch time.
- Students are responsible for clearing their tables and depositing trash and leftovers in the garbage cans.
- Failure to complete assigned lunch room duties, inappropriate lunch room behavior, or leaving food or trash on the tables will result in the following:

First Offense: Week of lunch cleanup

Second Offense: After-School Detention

Third Offense: Friday or Saturday School

Closed Campus

Gilbert Christian High School is a closed campus. Students may not leave campus unless a note or phone call from the parent or guardian has been presented to the administration requesting permission to leave or the parent comes to the office. If permission is granted, the student must sign out at the school office prior to departing campus. **STUDENTS ARE NOT ALLOWED TO LEAVE CAMPUS FOR LUNCH.**

Students are not permitted to visit with or be released to anyone, including the non-custodial parent, without the approval of the custodial parent.

Visitors to Campus

- Any visitor to the GCHS campus **MUST** check in at the office. Visitors will be given passes that are to be visible at all times while on campus.
- Students are not allowed to bring friends or relatives to school. We arrange official tours for students who are interested in attending Gilbert Christian High School.
 - ❖ **EXCEPTION:** Graduates of GCHS are welcome to meet with current students during lunch only provided that they are in modest attire.
- People wishing to meet with faculty **MUST** do so during their prep time and **MUST** sign in at the office.

Parents are welcome to visit their student's classroom with a two-day notice to the teacher and Administration. Parents must check in at the office and obtain a visitor pass.

Student Passes

A student must have a hall pass any time he or she is out of classroom during the school day.



Chapels and Assemblies

- Chapel is a time set aside each week for faculty and students to worship and meditate together.
- Chapel is a time to worship and praise God. Students are to be reverent and respectful.
- Students are required to attend all chapels and assemblies throughout the year.
- Assemblies will be held on occasion to inform the student body of special events and encourage school spirit and unity, as well as present awards accomplished throughout the year.

Language and Inappropriate Items

The language that we use on campus and elsewhere, written or spoken, should be consistent with what God expects of us. Ephesians 4:29 tell us to “*Let no unwholesome word proceed from your mouth, but only such a word as is good for edification (building up) according to the need of the moment, that it may give good grace to those who hear.*” Profanity, gossip, filthy, and hurtful words proceed from an unkind heart and grieve the Holy Spirit of God. Students using inappropriate language will be referred to the administration. In addition, any items deemed to be obscene or inappropriate in any way will be confiscated immediately by Administration. Parents will be notified, and the offending student may be given Saturday school and, in more severe situations, suspension or expulsion.

Dancing and Music

Music is essentially a gift from God that is neither good nor evil. How the music is used determines whether it is good or evil. In making positive choices that enhance moral purity in regard to music, it is important to evaluate three items – lifestyle, philosophy, and lyrics. It is the desire of Gilbert Christian High School that students refrain from choosing types of music and dancing that are worldly in nature and that bring glory to self instead of bringing glory to God.

Student Publications and Public Speech

Any and all student publications, flyers, speech content, petitions, etc., must be approved by Administration before distribution or delivery to members of the student body or general public. Failure to do so may result in disciplinary action.

Internet, Social Media, and Personal Use of Electronic Resources

The internet provides access to a wide range of information in the form of text, graphics, photographs, video, and sound from the world. The web is a valuable research tool for students. All students will have internet access through the school’s networked computers. The Internet Use Policy applies to personal use on personal devices, 24 hours a day, 7 days a week.

Student Acceptable Use

Gilbert Christian High School provides internet access for student use with these provisions:

- Internet use is for educational purposes only. This includes classroom activities, career development, and limited high-quality self-discovery activities.



- The system has not been established as a public access service or a public forum. The school has a right to place restrictions on the material accessed or posted through the system. Students are expected to follow the rules and regulations in this handbook.
- The internet is not to be used for commercial purposes. Products and services may NOT be offered or purchased through this system.
- The internet is not to be used for political lobbying.

Student Unacceptable Use

- Providing personal information about yourself or others. Personal information is your address, phone number, cell phone number, etc.
- Accessing, requesting, or exchanging pornography or other obscene/graphic material. (See page 45)
- Arranging meetings with someone you have met online.
- Responding to unsolicited messages.
- Hacking into the school's, or any other, electronic communication system.
- Any attempt to get beyond your authorized access.
- Deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.
- Any attempt to engage in any illegal activity.
- Sharing your password.
- Downloading files without teacher authorization.
- Use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language is not allowed at any time.
- Harassment of another person is not allowed. Harassment is persistently acting in a manner that distresses or annoys another person. If someone requests that you stop sending messages, you must stop.
- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Chain letters and spamming is not allowed.
- Re-posting a message that was sent to you privately cannot be done without permission from the person who originally sent the message.
- Pictures and videos may not be taken in restrooms or locker rooms for any reason.
- Audio recordings, pictures, and videos may not be taken during class time without the permission of the teacher.

Plagiarism and Copyright Infringement

Works that are found on the internet cannot be plagiarized. Plagiarism is taking ideas or writings of others and presenting them as if they were yours. Copyright infringement occurs when a copyrighted work is inappropriately reproduced. All expressed requirements must be followed. Copyright law is confusing; therefore, ask a teacher if you are in doubt.

Student Rights

- Free Speech
 - ❖ Your right to free speech applies also to your communication on the internet. The school's system is considered a limited forum, similar to a school newspaper, and



therefore, Gilbert Christian High School may restrict your speech for valid education purposes. We will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

- Search & Seizure
 - ❖ Only limited privacy is extended to the contents of personal files on the school's system. The privacy is similar to your school locker. Routine maintenance and monitoring may lead to discovery that someone has violated this policy, school rules, or the law. Parents have the right, at any time, to request to see the contents of their student's internet account.

Due Process

In the event there is a claim of violation of the school's internet policy, Gilbert Christian High School will cooperate fully with state, local, or federal officials in any investigation related to illegal activities conducted through the school's internet. Student(s) involved will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator. School rules will also apply, and internet restrictions will be put in place.

Limitation of Liability

Gilbert Christian High School makes no guarantee that the functions or the services provided by or through the school's system will be error-free or without defect. The school will not be responsible for any damage suffered, including but not limited to loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising through the unauthorized use of the system.

Student's Personal Responsibility

- One must make a conscious effort to be a good testimony to all with whom you communicate via the internet. You must strive to act in all situations with honesty, integrity, and respect for the rights of others.
- When you are using the school's electronic communication system, it may feel like you can more easily break a rule and not get caught. This is not necessarily true. Whenever you are on the internet, you leave "electronic footprints," so the odds of getting caught are really just about the same as they are in the real world.
- The fact that you can do something or think you can do something without getting caught does not always make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong – that person is you. Your use of the internet will mirror what kind of person you are.

Due Process and Grievance Procedures for Families

In the unfortunate event that a family should come into conflict with a staff member, the school expects the matter to be resolved applying the principle of Matthew 18, paying particular attention to 18:15-17. In other words, the family should first discuss the matter with the person in question. If a resolution cannot be reached, the matter should be discussed with the person's



direct supervisor. At no time should the matter be discussed with anyone who is not in a position to bring the matter to resolution or who is not in the direct line of supervisory hierarchy. If a resolution has not been found after exhausting this process, it is then a family's right to submit a written statement to the Superintendent and/or the Board. The Superintendent and Board's decision is the school's final decision in the matter. It is our hope and expectation that families would approach conflict prayerfully and with humility.



Absence and Tardy Policy

Attendance

Students enrolled at Gilbert Christian High School are expected to attend school in accordance with Arizona state law and GCS school board regulations. **The primary responsibility for school attendance rests with students and their parents.** It is important that parents teach their students the value and importance of **regular and on-time** attendance. The school's responsibility is to join with parents in teaching students the value and importance of regular attendance. Through these combined efforts we hope we can instill lifelong constructive attendance habits and attitudes that carry over to college and the workplace.

GCHS Administration will uphold these stated attendance policies, so it is important that all students and parents are familiar with them.

Attendance at school provides students with classroom experience and the opportunity to contribute positively to the classroom environment. This experience is composed of participation in class activities and direct instruction conducted by the teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up." For this reason, failure of a student to attend class is seen as a serious problem.

Absences

Any period a student is not in class shall constitute an absence, except for school-related activities, such as field trips, performances, school-sponsored retreats, missions, service projects, athletic contests, etc. Teachers will keep a record of all excused and unexcused absences.

Excused Absences

Absences for the following reasons will be excused:

- Personal illness
- Family emergencies
- Appearances in court when required by law
- Religious observances
- Doctor or dental appointments

In order for an absence to be excused, the parents must send a written note with the student when the student returns to school or call the school office requesting excusal prior to the student's return. If sending a note, it should have the date, name of student, reason for absence, and the parent or guardian's signature and contact phone number. Additionally, a phone conversation with a secretary will also serve as valid notice. When a student returns to school after an absence they **MUST** report to the office with a note or knowledge that a parent/guardian has called to request an excused absence from school. **IF A NOTE OR PHONE CALL IS NOT BROUGHT TO THE OFFICE, THE ABSENCE WILL BE COUNTED UNEXCUSED UNTIL THE ABSENCE IS CLEARED BY A PARENT OR GUARDIAN.**



Parents or documented and approved emergency contacts may pick up students who need to leave school early for medical, personal, or other legitimate reasons.

In general, students will have one day for each day missed to make up classwork and other assignments missed due to excused absences.

Unexcused Absences

- Absences for reasons not listed in the excused absence section are unexcused.
- Students returning to school without a valid excuse from a parent will have the absence recorded as unexcused.
- Students may not be given the opportunity for make-up work due to unexcused absences.
- Detentions and other progressive disciplinary steps may be assigned.

Parent Request for Student Absence

If a high school student is going to miss more than one school day for a reason other than illness, parents must complete a “Request for Student Absence” form. This form is available in the office. It needs to be completed and returned to the office at least **one week** prior to the planned absence date. The request will be reviewed by the administration, and the office will make copies of the approved form, one for each teacher, so that the student can get homework assignments for the time they will not be at school. **PARENTS ARE URGED TO SCHEDULE SUCH PARENT REQUESTED ABSENCES AROUND THE SCHOOL CALENDAR AS ATTENDANCE/PARTICIPATION IN CLASSROOM LEARNING CANNOT BE DUPLICATED.** As with other excused absences, students will have one day for each day missed to make up classwork and other assignments missed **AND MUST FOLLOW THE TEACHER’S MAKE-UP WORK PROCEDURES, AS OUTLINED IN THE COURSE SYLLABUS/EXPECTATIONS.**

Excessive Absences

Classroom lectures, discussion, and interaction are important to the learning process. Therefore, a student must attend classes on a regular basis. A parent conference or phone call will be required when a student has been absent eight or more days from any one semester class. This includes excused or unexcused absences. Please note: Students arriving more than 20 minutes late to ANY class will be marked absent for that class. **It is the student’s responsibility to clear this absence by producing a written note from their parent or teacher with explanation of their late arrival.** Classroom participation is a significant part of a student’s grade. **FOR THIS REASON, A STUDENT MISSING 10 OR MORE DAYS IN ANY ONE SEMESTER IS AT GREAT RISK OF A LOWER GRADE, NOT PASSING THE COURSE, AND LOSING ACADEMIC CREDIT.** Additionally, students with **CHRONIC** and excessive absences and/or tardies may be dismissed from Gilbert Christian High School.



Tardy to School

All students who are tardy to school must report to the school office for an admit slip. In order for the tardy to be excused, the student must have one of the following at the time of arrival:

- A written note from a parent or guardian for one of the following reasons:
 - ❖ Personal illness
 - ❖ Family emergency
 - ❖ Court appearance
 - ❖ Doctor or dental appointments
- A verbal statement giving the reason for the tardy by a parent or guardian at the time of arrival will be accepted in lieu of a written note.
- Unexpected traffic conditions and transportation issues, **beyond your control**, will be excused.
- RenWeb keeps a record of all absences and tardies.

Tardy to Class

- If a teacher, staff, or administrator detains a student beyond the bell, a written pass will be issued by the person who detained the student in order for them to enter their next class late.
- A student who is more than 20 minutes late for class with an unexcused tardy will be considered absent to that class.

Unexcused Absences and Tardies

- Any student who is truant (left school or did not attend a class without office approval) is subject to penalty as listed under Major Conduct Violations and Consequences. Students may lose credit for the class missed **without** the opportunity to make-up work and is subject to suspension or expulsion from Gilbert Christian High School. Parent or guardian will be contacted by the administration.
- Students in Grades 9-12 with more than five unexcused tardies in a quarter will be assigned detentions, Saturday school, or further progressive discipline. Parents will be notified by the administration.

Official School-Sponsored Functions

- Administration must approve, in advance, the details regarding any school-sponsored function.
- School is responsible for students participating in all officially sponsored activities such as field trips, athletic events, choir appearances, class trips, etc.
- School rules apply at all school-sponsored functions.
- Student participants must be transported in school vehicles and by school drivers. School rules apply when traveling on school transportation.
- Teachers, staff, or administration cannot transport students in their own personal vehicles without prior administration approval.
- A parent must sign a travel waiver form provided by the coach, teacher, or advisor in order for their student to leave the official travel party.



- No meeting of any group, committee, or organization is to be held without the knowledge of the advisor.

RenWeb Attendance Codes

Code	Meaning	Used for
AA	Activity Absence	School-sponsored absences like sports, field trips, Lumina, etc.
AE	Absence Excused	Excused absences according to guidelines above
AM	Activity Make-Up	Meetings with Administration and/or Counseling Staff
AT	Absence Due to Tardy	Student is marked absent because they are more than 20 minutes late to class. This is an unexcused absence unless meeting the guidelines of an excused absence.
AU	Absences Unexcused	Absences that do not fall under the excused category
CV	College Visit	Students going on a visit to a college (prior approval required via form in office)
ISS	In-School Suspension	Student is not in the classroom and in the office completing assignments due to disciplinary action
OSS	Out-of-School Suspension	Student is off-campus completing assignments due to disciplinary action
TE	Tardy Excused	Excused tardies according to guidelines above
TU	Tardy Unexcused	Tardies that do not fall under the excused category

Office and Medication

- Students must have a pass from a teacher to get medication from the office unless prior arrangements have been made with the teacher and the office.
- If you are sick, please stay home. You must be fever, vomit, and diarrhea free for 24 hours before you return to school.
- If you do become sick at school, you **must** check out through the office. **DO NOT** call your parents first. A secretary will call your parents if you will be leaving school and this clearance **MUST** come from office.
- The office can provide minor first aid treatment only. If a serious injury occurs, parents and/or 911 will be called.
- No student may be given any medication, prescription or non-prescription, at any time for any reason by a teacher or staff member, other than through the office with authorization from parent or guardian.
- A doctor's order for medication at school must be completed each school year for prescription or non-prescription medication that is to be taken at school. The medication must be kept in the office with the student's name, the name and strength of the medication, and dosage. All medication will be administered and recorded by the office.
- **No student is to give another student medication of any kind.**



- All students must have up-to-date immunization forms on file. It is the responsibility of the parent to provide the school with dates of all immunizations.



Emergency Procedures

Emergency Procedures and Drills

Fire

- At the onset of a fire alarm, students must walk quickly, with their teacher, to their designated meeting area. Attendance will be taken, and all students must remain together as a class until the “all clear” signal is given to return to the classroom.
- The school is required to hold regular fire drills.

Lock Down

- At the onset of an announcement signaling a lock down, students must follow directions of teachers and staff.
- Teachers will lock all classroom doors. Staff/administration will lock the office.
- Everyone must move away from windows and doors. Shades must be closed and lights turned off.
- DO NOT open any door or window until the “all clear” signal is given by Administration.
- The school is required to hold lock down drills.

Power Failure

- In the event of a power failure during the school day, students are to remain in the classroom or lunch room until further instructions are given by the administration.
- If a power failure occurs during a passing period, students should proceed directly to their next class and remain there for further instructions.



General Discipline

Discipline Philosophy

Discipline is the training that corrects, molds, or perfects the mental facilities or moral character of the individual. However, we commonly use the word “consequence” with our students.

Discipline is established and maintained at Gilbert Christian High School with the intent to train each student in the way they should go (Proverbs 22:6). We desire to be fair yet firm. The first goal of our discipline policies and procedures is to help students develop a biblical world and life view. Our desire is that each student learns to think and live biblically. The second is to create a climate that facilitates maximum learning for each student. The third is to help each student learn to move from external-control, to self-control, to ultimately, Spirit control.

As a Christian school, we must provide an environment conducive to the spiritual growth and development of our young people. We believe that Christian students should avoid practices which cause loss of sensitivity to the spiritual needs of the world and to the Christian’s spiritual, mental, and physical well-being (Romans 12:1-2).

A student may be dismissed from school at any time if he or she is found to be out of harmony with the rules and policies of the school and its goals or admits to or displays lifestyle choices that are not in accordance with the Christian values and beliefs taught and expected from a student at Gilbert Christian High School. Decisions in these matters are the full responsibility of the administration.

It is expected that students will:

- Behave appropriately
- Respect the rights of the teacher to teach and fellow students to learn
- Respect each teacher and their peers as instructed by Christ
- Be obedient and respectful to all those in authority
- Respect the building and all school equipment and materials

Matthew 18 Principle

Matthew 18 provides a definite pattern to follow when resolving interpersonal problems. If a problem arises between a parent and teacher, parent and administrator, or parent and parent, it must be resolved quickly and prayerfully with love, patience, and forgiveness. Open communication and Christ-like relationships are two keys to developing a school environment that is positive, mature, and glorifying to God. This is the Matthew 18 principle.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But, if he will not listen, take one or two others along, so that every matter may be established by the testimony of two witnesses. If he refuses to listen to them, take it to the church, and if he refuses to listen to the church, treat him as you would a pagan or a tax collector.”



In the event of a conflict, the following lines of authority are to be followed:

- Classroom problems should be handled between the parent and teacher primarily. If either party does not receive satisfaction, the next step will involve Administration.
- Problems with school policy, procedure, or philosophy (or even a member of Administration or the superintendent) should be taken up with a principal, then superintendent.
- Parent to parent problems should be resolved between the persons involved, without the involvement of teachers, administrators, or (in particular) other parents.

Guidelines for Appeal Process

All questions, problems, or complaints should be brought first to the teacher, coach, or school employee with whom the conflict is concerned. This should be done before anyone else is involved. (A majority of problems are resolvable at this level.) Although it is easier to pick up the telephone and address this issue with the administration, this is not consistent with the Matthew 18 principle. If the issue is not resolved through direct contact with the person involved, then the problem should be addressed with a member of administration.

Classroom Discipline

At Gilbert Christian High School, the teacher is the principle authority in the classroom and assumes the major responsibility for the training and discipline of each student. The students are expected to follow the specific rules of the classroom and of the school. The key word is **RESPECT**. Specific behaviors in the classroom for which students will receive consequences include, but are not limited to:

- Not being prepared for class
- Eating/drinking in the classroom (other than water)
- Tardiness
- Lying and cheating
- Disobedience, lack of respect
- Disrupting the teaching/learning process
- Swearing/inappropriate language
- Dress code violations
- Cell phone/electronic device use

Consequential measures available to the teacher in dealing with a student's lack of self-discipline include, but are not limited to:

- Speaking directly to the student in private about their behavior
- Establishing a classroom consequence (i.e., detention or work assignments)
- Informing parents via telephone or email
- Parent-teacher conference
- Administration involvement

Further inappropriate behavior may result in administrative discipline, which may include:

- Lunch room cleanup
- After-school detention
- Saturday school
- In-School Suspension or Out-of-School Suspension
- Expulsion



School-Provided Transportation

A school bus, van, etc., is considered an extension of the classroom, and conduct in these vehicles is expected to be the same as in the classroom. Violations of the conduct code will be dealt with accordingly. This is true for all school activities inside and outside of regular school hours.

School Behavior Policies

- Disruptive behavior in the halls, at lockers, in the lunch room, etc., is not allowed.
- Students are required to have a hall pass if they are out of class at any time.
- Eating is only allowed in approved areas.
- All students should be off campus 45 minutes after Z-hour or their last exam is over unless participating in a school program or activity.
- No public displays of affection (PDA) are allowed on campus or at school-related activities or events. Students caught in PDA will be assigned detention or Saturday school. Repeat offenses will result in suspension.
- Students are not allowed to ride the elevator at any time without specific permission from a teacher or staff member. Unauthorized use will result in detention or Saturday school.

Cheating

It is our desire for the students of Gilbert Christian High School to conduct their lives with integrity. Therefore, copying answers from anyone or plagiarizing will not be tolerated. Plagiarism is defined as the failure to identify any part of an assignment that uses words or material of other people without giving credit to the proper source. To assist both teacher and students in assuring the highest integrity of honesty in student work, GCHS uses a program called Turn It In. This program requires students to submit an electronic copy of their work to a website that will screen the work for any possible plagiarism or copying of another student's work. Any teacher who uses this technology will first teach students how to use the software to check their own work for possible problems before submitting final drafts. In this way, students will have the opportunity to know how the integrity of their work will be measured and have a chance to revise accordingly before submitting their final drafts. In the event that a student is found to be cheating or plagiarizing, the following guidelines will apply:

1st Offense: Telephone/in person/email contact with parents and a written report sent to the office. Student will receive a zero on the assignment assessment. A review of the Turn it In Protocol will be reviewed with the student.

2nd Offense: Three-day suspension. Receive a zero on the assignment or test. Possible placement on a behavior/probationary contract.

3rd Offense: A grade of FAIL will be assigned for the course, and the student will be removed from the class for the balance of the term.

4th Offense: Long-term suspension from all classes for the balance of the current term and/or expulsion and/or removal from Gilbert Christian High School.



Harassment, Bullying, and Cyberbullying

Our Christian walk should be demonstrated at all times. Gilbert Christian High School students are expected to speak words of life and encouragement to their fellow students, teachers, and staff. As such, harassment and bullying of any kind will not be tolerated. Harassment and bullying includes, but is not limited to, focusing on a person's race and creed, handicap, faith, or national origin. Prohibited harassment/bullying actions include, but are not limited to, comments, slurs, jokes, innuendoes, cartoons, phone calls, text messaging, hazing, social media, pranks, and physical harassment. Teachers, students, and parents should feel free to contact Administration when they feel harassed or bullied at school and school activities.

Sexual Harassment

It is the policy of Gilbert Christian High School to maintain a learning environment for students, faculty, and staff that is free from all forms of discrimination, including sexual harassment. Gilbert Christian High School prohibits sexual harassment of and by students, faculty, and staff. A fundamental premise of this policy and expectation regarding conduct is that the dignity of individuals must be respected. It shall be a violation of this policy for any student, faculty, or staff to harass another student, teacher, staff member, volunteer, parent, or guardian through verbal or physical conduct of a sexual nature. All complaints of sexual harassment will be addressed, and appropriate disciplinary actions will be taken, up to and including suspension or expulsion against any student found to have violated this policy. All complaints of sexual harassment will be addressed, and appropriate disciplinary actions will be taken, up to and including discharge against any teacher or staff member found to have violated this policy.

Sexual Harassment Defined

Sexual harassment refers to behavior that is unwelcome and is personally offensive and interferes with a student, teacher, or staff learning process or their ability to perform the work for which they were hired. Sexual harassment consists of:

- Unwanted sexual advances
- Requests for sexual favors
- Verbal or physical conduct or communication of a sexual nature, when that conduct or communication has the purpose or effect of substantially or unreasonably interfering with a student's education or creating an intimidating, hostile, or offensive educational environment
- Staring or leering that has sexual overtones
- Unwanted sexual comments
- Suggestive gestures
- Sexually demeaning jokes, statements, or comments
- Spreading sexual gossip
- Unwanted physical contact of a sexual nature, including "accidental" contact, pinches, embraces, slaps, or pats
- Pressure for sexual activity
- Displaying pornographic or sexually explicit materials
- Offering benefits, favors, or rewards in exchange for sexual contact



Complaint Process

Gilbert Christian High School will take all complaints of harassment seriously and will act to address all complaints. Any student, teacher, or staff member who believes that he or she has been subjected to harassment in the educational environment is encouraged to bring his or her complaint to the immediate attention of a teacher, staff member, or Administration for assistance in resolving the matter.

Gilbert Christian High School will investigate all complaints. It is a violation of this policy to knowingly report or corroborate false allegations. Persons found to knowingly report or corroborate false allegations will be subject to disciplinary action.

Gilbert Christian High School will respect the confidentiality of individuals making reports of harassment. Gilbert Christian High School will follow procedures consistent with Gilbert Christian Schools' legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

Students shall not be retaliated against by other students, teachers, or staff for making a report of sexual harassment or for providing testimony and/or assisting in the investigation of such a report. Retaliatory action will result in disciplinary action.

Gilbert Christian High School will take whatever disciplinary action deemed necessary and appropriate to end sexual harassment and to prevent its reoccurrence. Documentation and record of complaints and action taken will be maintained. The purpose of any disciplinary action will be to prevent further incidents. The range of discipline for harassment by students may include the following:

Minor Harassment Consequences:

- 1st offense: Meet with the student, verbal warning, parents notified
- 2nd offense: Saturday school and parent conference
- 3rd offense: Suspension, behavior contract, and parent conference
- 4th offense: Expulsion

Major Harassment Consequences:

- 1st offense: Suspension and behavior contract or expulsion
- 2nd offense: Expulsion

The choice of discipline will be dependent of the nature of the offense, age of the student involved, and any prior offenses. Administration reserves the right to adjust consequences using their professional judgement.

Harassment by a teacher or staff member should be reported to Administration immediately for investigation. Disciplinary action, up to and including discharge, may be applied.



Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18, 7:2-5; Heb 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10).

We believe that in order to preserve the function and integrity of Gilbert Christian Schools as a local Body of Christ, and to provide a biblical role model to the Gilbert Christian community, it is imperative that all persons employed by Gilbert Christian Schools in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the doctrines of Gilbert Christian Schools.

Employees and Volunteers

We believe that in order to preserve the function and integrity of GCHS, and to provide a biblical role model to the GCHS students and the community, it is imperative that all persons employed by GCS in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:2). Failure to do so may result in discipline of employees (up to and including termination of employment), and in the case of volunteers, admonishment or removal as a volunteer and possible suspension or expulsion of the volunteer's children from GCHS.

Students

We believe that in order to preserve the function and integrity of GCHS, all students must agree to and abide by this Statement on Marriage, Gender, and Sexuality. Students who violate the policy will be subject to discipline, up to and including expulsion from GCHS. Harassment or bullying of anyone (whether other students or anyone in or outside the GCHS community) is contrary to the love of Christ, and students who engage in such conduct, whether related to perceived sexuality or otherwise, will be subject to discipline, up to and including expulsion from GCHS.



GCHS Families

GCHS recognizes that some GCHS families may not agree with this statement. If your family make-up or beliefs are in opposition with the position, we require you to contact us to set up a meeting prior to enrollment or re-enrollment. Students will not automatically be subject to discipline for the parents' belief, but families are expected to understand and respect the school's position and that it will be taught and enforced at GCHS. If families, in word or deed, manifest divisiveness with GCS's position in a way that GCS, in its sole discretion, determines might be disruptive to the Christian learning environment, GCHS may subject the student to discipline, up to and including expulsion.

GCHS Facilities and Functions

Any students, employees, volunteers, families, or visitors (including opposing sports teams) using GCHS facilities or attending official GCHS functions will be expected to use the bathrooms and locker rooms designated for their biological sex.

Search and Seizure

Illegal items such as drugs, drug paraphernalia, firearms, weapons, pornography, and other possessions reasonably determined to be a threat to the safety or security of others will be temporarily or permanently removed from a student's possession. Appropriate law enforcement authorities may be contacted.

Alcoholic Beverages, Illegal Drugs, Controlled Substances, and Pornography

Student use of alcohol or other illegal drugs is incompatible with the purposes and objectives of the school, and it is detrimental to the health and well-being of the individual. Substance abuse will result in lengthy suspension or expulsion. If the student is allowed to remain at GCHS, the school reserves the right to require both random drug testing and appropriate biblically based counseling by a professional affiliated with or recommended by the school. The school's discipline procedure may include legal action.

Voluntary disclosure of personal drug abuse will be taken into consideration in discipline; however, such disclosure does not guarantee mitigation of disciplinary procedures. (Voluntary disclosure does not mean coming forward after the administration, faculty, or student government has knowledge of an incident.)

The school reserves the right to question students about suspected drug/alcohol involvement. The administration retains the right to request a parent's or guardian's approval for an immediate urinalysis and/or breath test at the parent's or guardian's expense if a student is reasonably suspected of drug or alcohol abuse.

Students who possess and/or distribute and/or sell alcoholic beverages, illegal drugs, controlled substances, pornography, or items that purport to be any of the foregoing to other students or persons during school time, on school premises, during school-sponsored activities, or any other



time shall be subject to suspension and/or expulsion. This includes, but is not limited to, the video distribution of obscene or pornographic images through the use of a computer or cell phone from one student to another individual. The appropriate law enforcement agency will also be contacted.

School officials in charge will immediately remove anyone under the influence of alcohol or drugs from contact with other students and also notify the parent or guardian. Circumstances may require the assistance of law enforcement agencies.

Smoking, Vaping, JUUL, and/or Tobacco

Students are prohibited from possessing, using, distributing, or selling tobacco, tobacco substitutes, electronic cigarettes, chemical inhalation devices, JUUL, and/or vaping products while on school property, in adjacent parking lots, on the surrounding streets, on any school transportation, or when students are representing GCS in the public.

Possession of Weapons

Gilbert Christian High School will not tolerate possession of any weapons, authentic or toy, by students on school property or at school-sponsored events. A student in possession of a weapon, authentic or toy, or who carries, exhibits, displays, or draws any weapon or any item apparently capable of producing bodily harm in a manner which under the circumstances manifests intent to intimidate another or warrants alarm for the safety of others, shall be subject to discipline up to and including expulsion. In such cases, Arizona state law will be followed.

“Possession” includes, but is not limited to, having a weapon on school property or at a school-sponsored event located (1) in a space assigned to a student such as a locker or desk; (2) on the student’s person or property such as in his or her clothing, purse, backpack, gym bag, or vehicle; or (3) under a student’s control or accessible or available, such as hidden by the student.



Major Conduct Violations

KEY

*Violates federal, state, and/or city laws. Authorities will be notified.

SS = Saturday School ISS = In-School Suspension OSS = Out-of-School Suspension

EXP = Expulsion

Level One

Violation	1st Offense	2nd Offense
Non-Participation	Class Removal/Parent Contact	ISS/OSS
Defiance of Authority	SS/ISS/OSS/EXP	ISS/OSS/EXP
Disruption of Learning Environment	SS/ISS/OSS	ISS/OSS
Verbal Abuse or Profanity	SS/ISS/OSS/EXP	OSS/EXP
Inappropriate Racial/Religious Remarks	SS/ISS/OSS/EXP	OSS/EXP
Possession of Obscene Material of Any Kind (Includes transmitted via internet or cell phone)*	SS/ISS/OSS	OSS/EXP
Forgery*	SS/ISS/OSS	OSS/EXP
Gambling*	SS/ISS/OSS	OSS/EXP
Physically Initiating a Fight and Physical Altercation	SS/ISS/OSS/EXP	OSS/EXP
Verbally Initiating a Fight	SS/ISS/OSS	OSS/EXP
Threats	SS/ISS/OSS/EXP	OSS/EXP
Truancy*	SS/ISS/OSS	OSS/EXP
Three Saturday Schools	1 Day OSS	
Pictures or Videos in Restroom or Locker Room	SS/ISS/OSS	OSS/EXP
Audio Recordings, Pictures, or Videos in Classroom (without teacher permission)	SS/ISS/OSS	OSS/EXP



Level Two

Resulting in Automatic Suspension or Expulsion

Violation	1st Offense	2nd Offense
Theft*	OSS/EXP	EXP
Smoking/Vaping/Tobacco*	OSS/EXP	EXP
Alcohol/Drugs*	OSS/EXP	EXP
Forgery*	OSS/EXP	EXP
Vandalism/Destruction of Property*	OSS/EXP	EXP
Physical Assault*	OSS/EXP	EXP
Initiating a False Alarm*	OSS/EXP	EXP
Sexual Harassment*	OSS/EXP	EXP
Harassment, Bullying, and/or Cyberbullying*	OSS/EXP	EXP
Offensive Racial or Religious Comments	OSS/EXP	EXP
Internet and/or Technology Infraction	OSS/EXP	EXP
Premarital Sex and/or Immorality	OSS/EXP	EXP
Possession of Weapons or Explosives*	EXP	EXP

Students who have been suspended may be placed on behavioral probation (See page 49). In all cases when a student is under “**automatic suspension**” for a major conduct violation, the student will be placed on behavioral probation for one grading period, not less than five weeks, or an extended length of time determined by the principal. Extended periods of behavioral probation or expulsion will be determined by the student’s history of behavior and seriousness of the offense.



Academic and Behavioral Probation

Students are placed on probation to allow formal monitoring of their progress either academically or behaviorally.

Academic Probation

High school students may be placed on academic probation when they fail to maintain a cumulative and semester grade point average of 2.00. High school students on academic probation will be assessed by Administration at the end of the next quarter progress reports or at the quarter grading period. At the end of each semester students on probation will be reviewed by Administration to determine whether satisfactory progress has been made. Administration may determine that continued enrollment at Gilbert Christian High School is not merited.

Behavioral Probation

Students will be placed on behavioral probation:

- For any serious disciplinary situation
- If the student demonstrates a pattern of inappropriate behavior as determined by Administration
- If a pattern of continued unexcused tardies and/or absences develops

Length of Probation

The length of probation shall be one grading period, not less than five weeks. The behavioral probation may be extended by Administration due to the behavioral history of the student or the seriousness of the offense. Coaches and sponsors maintain the right to recommend to Administration and Athletics Director the dismissal of the student from the sport or activity in which they are participating.

Detention

Detention will occur after the school day completes for a minimum of 30 minutes. Detention holds priority over extra-curricular activities including but not limited to student jobs.

Saturday School

Saturday School is a discipline for a serious or repeated violation of the school's standard of conduct. Parents will be notified by Administration when a student is assigned Saturday School. Students are given school service to perform as part of this consequence. Saturday School hours may vary, but the time served will be 2 ½ to 3 hours. Tardiness will result in the assignment of after-school detention. Failure to attend may result in suspension.



Suspensions

In-School Suspension (ISS)

Administration may assign in-school suspension as a consequence. During in-school suspension, students will be in the office completing assignments and assessments from their teachers under the supervision of an administrative staff member. Students do not join the student population for breaks or lunch. Students are not allowed to be in possession of electronic devices other than school-issued technology during in-school suspension.

Out-of-School Suspension (OSS)

Administration may assign out-of-school suspension as a consequence. During out-of-school suspension, students are not allowed on any GCS property until the time period of the suspension is complete. Students are expected to be maintaining the pace in all of their classes even while not in school.

Make-Up Work During Suspension

If you are suspended, you must keep up with the daily assignments. Email your teachers to get your homework.

Expulsion

Administration may recommend to the Superintendent the expulsion of a student for any of the following acts:

- Causing serious physical harm to another person
- Possession at school or at a school activity of any weapon or explosive as defined in the Arizona Revised Statute
- Possession/use/sale/distribution or being under the influence of alcoholic beverages, illegal drugs, controlled substances, or pornography at school, at a school activity, or any other time
- Student violation of a behavioral contract set up between the school and the student due to a pattern of inappropriate behavior as defined in this handbook.

Parents/guardians of the expelled student will have three days to appeal the expulsion, in writing, to the Board. If there is not a timely written appeal to the Board within three days from the date of the expulsion, the right to an appeal is waived. The written appeal should be turned in directly to the Board. While the appeal is taking place, the student will remain on out-of-school suspension and will not be allowed to attend school. If the appeal is denied, the expulsion shall take effect immediately. If the decision to expel the student is overturned by the Board, the student will be allowed to return to school after a specific arrangement is reached and the student, family, and Administration sign a specific contract for continued enrollment. Contract stipulations will be determined by the Board.



Extra-Curricular Activities

Participation in After-School Activities

The role of sport and activities at GCHS is one of not only providing physical activity for the students, but also an opportunity for fellowship and character development in a Christian environment. Students are required to demonstrate the utmost integrity in these after-school events in order to maintain the privilege of participation.

Activities

Gilbert Christian High School is a member of the Arizona Interscholastic Association (AIA). All school policies for participation will be in full compliance with AIA standards. The coach or Athletics Director must approve all activities. Fundraising activities directly benefiting special groups such as cheer, drama, etc., must be approved in advance by Administration and the Athletics Director.

Achieving and Maintaining Eligibility

GCS athletes are students first. Eligibility is a standard set in place by building administrators and the athletics department.

Ineligibility requires a student be withheld from all games until grade warrants eligibility. Students may participate in practices provided they have attended tutoring with the teacher(s) of the class(es) with low grade(s).

Academic Eligibility

Course Load Requirement

In order to compete on a GCS athletics team, a student must be enrolled in a minimum of two classes.

GPA Requirement

A minimum current year and cumulative GPA of 2.0 must be maintained to keep academic eligibility.

Grade Checks

Grade checks begin of the 1st Wednesday of practices for all sports with the exception of football. Grade checks will be repeated every two weeks on Mondays throughout the rest of the season as well as the Monday after a quarter or semester ends.



Below you will find the scheduled dates of grade checks for each season.

Fall	Winter	Spring
8/14/2019	11/6/2019	2/12/2020
8/26/2019	11/18/2019	2/24/2020
9/9/2019	12/2/2019	3/23/2020
9/23/2019	12/16/2019	4/6/2020
10/21/2019	1/6/2020	4/20/2020
11/4/2019	1/20/2020	5/4/2020
	2/3/2020	
	2/17/2020	

Attendance Eligibility

Student-athletes absent from school for more than half the day (4 periods) may not participate in a scheduled evening practice or game without a doctor’s note or approval by a building administrator or the Athletics Director.

Student-athletes with a partial absence during the school day may not participate with a doctor’s note or approval by a building administrator or the Athletics Director.

Behavioral Eligibility

Behaviors during the school day will carry a consequence from the school that will be honored by the athletics department, and these may also carry a team-level consequence determined by the head coach. Behaviors on any playing surface (practice or game) will carry a team-level consequence imposed in conjunction with the athletics department.

FOR OTHER QUESTIONS, SEE THE ATHLETICS HANDBOOK.

Standards for Athletic and Activity Participation

AIA rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, and use of equipment. Each coach has the responsibility to know, to inform team members and parents, and to enforce school and AIA regulations.

- Prior to the first day of practice in any sport, the participant must have the following:
 - ❖ Register on www.teamsnap.com for each school year
 - ❖ Up-to-date physical examination
 - ❖ Complete Brainbook course (completed once while in high school)
 - ❖ Pay the sports fee
- An athlete may not quit one sport to play another until the first sport has completed including post-season play.
- The rules and regulations in the athletics code shall apply to any violation, on or off school premises, during the sport season.



- Variations or additional rules and regulations from the head coach must be submitted in writing and cleared by the Athletics Director and Administration. These variations will be kept on file in the Athletics Director's office.

Sport Schedules

An up-to-date calendar of Gilbert Christian High School sports is available online at <https://gilbertchristianschools.org/sports-home/>.

Standards for Social Functions

- Social functions must be approved by Administration at least two weeks prior to the event.
- The advisor must be involved in all planning meetings for social functions.
- Parents will be informed of all official school and/or class functions.
- School rules apply at all social functions.
- If parents are chaperones, the advisor will advise them of their responsibilities prior to the event.
- The advisor will personally inspect the event location prior to the actual event.
- School rules apply regarding transportation if the function moves from one location to another. Permission slips are required from parents in advance if students ride with other students or parents.