



**GILBERT  
CHRISTIAN  
SCHOOLS**

**2024-2025  
PK-8 HANDBOOK**

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# Gilbert Christian Schools

## Introduction

Gilbert Christian Schools (GCS) 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 Statement

Partner with parents to prepare the next generation to impact the world for Christ.

*“Great is the Lord, and greatly to be praised, and his greatness is unsearchable. One generation shall commend your works to another, and shall declare your mighty acts.” Psalm 145:3-4*

## Student Core Values

- Know** that you were made in the image of God
- Nurture** healthy, God-honoring relationships
- Inspire** each other to be thinkers and learners
- Grow** in wisdom
- Help** one another reach their academic potential
- Thrive** by using your God-given gifts and talents
- Show** the love of God to one another every day

## Accreditations and Memberships

GCS is accredited by and is a member of Cognia (formerly AdvancED), Association of Christian Schools International (ACSI), and a member school with the Council on Educational Standards & Accountability (CESA). GCS also is a member of the Arizona Interscholastic Association (AIA) and other organizations that help to accomplish the mission of the school.



# Statement of Faith

## The Scriptures

We believe the Scriptures, both the First and the New Testaments, to be the verbal <sup>1</sup>, plenary <sup>2</sup> inspired Word of God, written by men in God's control <sup>3</sup>, whilst fully utilizing their human traits/element <sup>4</sup>. The Scriptures are sufficient <sup>5</sup>, inerrant <sup>6</sup> and infallible <sup>7</sup> in the original manuscripts. They are the final authority <sup>8</sup> for believers in matters of faith <sup>9</sup> and life <sup>10</sup>. We accept and hold firmly to the literal, grammatical-historical, canonical, contextual system of interpreting the Scriptures and accept the historical record of the Bible as accurate <sup>11</sup>.

## The Godhead

We believe in one God <sup>12</sup>, eternally existing in three persons: Father, Son, and Holy Spirit <sup>13</sup>, who are identical in essence <sup>14</sup>, equal in power <sup>15</sup> and glory <sup>16</sup>, and possess precisely the same attributes and perfection <sup>17</sup>.

## The Person and Work of Christ

We believe that the Lord Jesus Christ, the eternal Son of God <sup>18</sup>, became man without ceasing to be God <sup>19</sup> that He was conceived of the Holy Spirit <sup>20</sup> and born of a virgin <sup>21</sup>, in order that He might redeem sinful man <sup>22</sup>. He accomplished this redemption by voluntarily giving Himself as a sinless <sup>23</sup> substitutionary sacrifice on the cross <sup>24</sup>, thereby satisfying God's righteous judgment against the sin of the elect <sup>25</sup>. He gave proof that He accomplished that redemption <sup>26</sup> by His bodily resurrection from the grave <sup>27</sup>. He then ascended to the right hand of His Father where He intercedes on behalf of His people <sup>28</sup>.

## The Person and Work of the Holy Spirit

We believe that the Holy Spirit is the Divine Person <sup>29</sup> who convicts the world of sin <sup>30</sup>; that He alone brings new life to those who are spiritually dead <sup>31</sup>; that He places all believers into the one true church <sup>32</sup>, which is the Body of Christ <sup>33</sup> and that He indwells them permanently <sup>34</sup>, seals them unto the day of redemption <sup>35</sup> and bestows spiritual gifts upon them <sup>36</sup>.

## The Condition of Man

We believe that man was created in the image and likeness of God <sup>37</sup>, in innocence and without sin <sup>38</sup>. But in Adam's sin the race fell, inherited the guilt of his sin <sup>39</sup>, a sinful nature <sup>40</sup>, becoming spiritually dead <sup>41</sup> and alienated from God <sup>42</sup> so that man is a sinner both by nature <sup>43</sup> and by choice <sup>44</sup>. Man, of himself, is incapable of remedying his lost and depraved condition <sup>45</sup>.



## Salvation

We believe that salvation is the gift of God's grace given to all whom God has elected to salvation <sup>46</sup>. It includes all that God does in saving the elect from the penalty <sup>47</sup>, power <sup>48</sup> and presence of sin <sup>49</sup> and in restoring them to a right relationship with God <sup>50</sup>. As such, it is solely the work of God from the initiation to completion <sup>51</sup>. The regenerating work of the Holy Spirit is the cause, not the result, of the believer's saving faith <sup>52</sup>. It cannot be gained by good works <sup>53</sup>, but is a free gift for all who put their trust in Jesus Christ and His finished work on the cross <sup>54</sup>. All who trust in Jesus Christ as Savior and Lord <sup>55</sup> are forgiven and saved from their sins <sup>56</sup> and made righteous <sup>57</sup> before God and are born into the family of God <sup>58</sup>. God's purpose for saving His elect is so that they bring glory to Him by their lives <sup>59</sup>.

## 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 <sup>60</sup>. This assurance, however, is not the occasion for sin <sup>61</sup>, for God in holiness cannot tolerate persistent sin in His children <sup>62</sup>, and in infinite love He corrects them <sup>63</sup>. True faith in Christ is expressed by a fruitful <sup>64</sup> God-pleasing life that endures until death <sup>65</sup>.

## Sanctification

We believe that God has given us everything pertaining to life and godliness <sup>66</sup>. This includes the salvation from the penalty of sin <sup>67</sup> and just as surely the provision of sanctification (separation) from the power of sin <sup>68</sup>. Sanctification from sin affects both the positional <sup>69</sup> and practical <sup>70</sup> 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 <sup>71</sup>. While the process of practical sanctification is assured by the Word and the Spirit, it is yet imperfect in this life <sup>72</sup>. 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 <sup>73</sup>. Spiritual growth occurs as believers feed on the Word <sup>74</sup> and are in fellowship with other believers for encouragement and service <sup>75</sup>.

## 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] <sup>76</sup> and the Lord's Supper <sup>77</sup>. While we believe that Christ instituted the aforementioned ordinances, we also believe that they are to be administered within the local church, under the proper authority of ordained elders. We affirm our support of, belief in and partnership with the church that Christ died for and established. As a para-church organization we refrain from administering any of these rites ourselves.





## 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 <sup>78</sup> until the resurrection of the body at Christ's coming for the Church <sup>79</sup>, when the soul and the body will be reunited <sup>80</sup>. We then shall be with Him forever in glory [the new heaven and earth] <sup>81</sup>. We also believe that at death the souls of unbelievers remain in conscious misery <sup>82</sup> until the final judgment when the soul and body will be reunited <sup>83</sup> and cast into the lake of fire <sup>84</sup>, not to be annihilated <sup>85</sup>, but to be separated from God forever <sup>86</sup> in conscious punishment <sup>87</sup>.

## Eschatology

We believe, according to His promise <sup>88</sup>, that Jesus will physically return for His people <sup>89</sup>. This truth has been revealed to provide the believer comfort and encouragement in his life <sup>90</sup>.

Click [here](#) to find a list of our references by number in our statements.



## Position on Critical Issues

Gilbert Christian 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 GCS will support the school and its teaching of these biblically-based beliefs.

### Biblical Authority

The Statement of Faith does not exhaust the extent of our faith. For purposes of school doctrine, practice, policy, and discipline, our school board is the school's final interpretive authority on the Bible's meaning and application. Parents and students undermining the statement of faith may be asked to leave GCS.

### Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female <sup>91</sup>. These two distinct, complementary genders <sup>92</sup> together reflect the image and nature of God <sup>93</sup>. Rejection of one's biological sex is a rejection of the image of God within that person <sup>94</sup>. 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 <sup>95</sup>. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other <sup>96</sup>. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman <sup>97</sup>. We believe that any form of sexual immorality (including adultery, cohabitation, fornication, homosexual behavior <sup>98</sup>, bisexual conduct <sup>99</sup>, incest <sup>100</sup>, and use of pornography <sup>101</sup> is sinful and offensive to God <sup>102</sup>. We believe that God offers redemption and restoration <sup>103</sup> to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ <sup>104</sup>. We believe that every person must be afforded compassion <sup>105</sup>, love <sup>106</sup>, kindness <sup>107</sup>, respect <sup>108</sup>, and dignity <sup>109</sup>. Hateful <sup>110</sup> and harassing <sup>111</sup> behavior or attitudes directed toward any individual are to be repudiated <sup>112</sup> and are not in accord with Scripture or the doctrinal convictions or ethical stance of Gilbert Christian Schools.

### Statement on the Sanctity of Human Life

We believe that all human life is sacred and created <sup>113</sup> by God in His image <sup>114</sup>. Human life is of inestimable worth in all its dimensions, including pre-born babies <sup>115</sup>, the aged <sup>116</sup>, the physically <sup>117</sup> or mentally challenged <sup>118</sup>, and every other stage or condition from conception through natural death. We are therefore called to defend <sup>119</sup>, protect <sup>120</sup>, and value <sup>121</sup> all human life <sup>122</sup>.



## Statement on Sex/Gender

Our commitment is to love those students or other persons who struggle with the sin and state of gender dysphoria and/or same sex attraction <sup>123</sup>. By love we do not mean agree with, affirm or enable <sup>124</sup>. We will love those students by listening to, praying with and presenting a biblical worldview, consistent with the GCS Statement of Faith, that invites all into a relationship with Christ <sup>125</sup>. It is through a relationship with Christ that the indwelling Holy Spirit confronts sin(s) <sup>126</sup>, empowers us to deny our fallen nature along with its tendencies/expressions <sup>127</sup> and transforms our hearts and lifestyles to and for the glory of God <sup>128</sup>.

## Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired <sup>129</sup>, inerrant <sup>130</sup> and infallible <sup>131</sup> Word of God that speaks with final authority <sup>132</sup> concerning truth <sup>133</sup>, morality <sup>134</sup>, and the proper conduct <sup>135</sup> of mankind, is the sole and final source of Christian belief and behavior in all matters. For purposes of Gilbert Christian's faith, doctrine, practice, policy, and discipline, our Superintendent is Gilbert Christian's final interpretive authority on the Bible's meaning and application to the degree that He/she is interpreting Scripture within the framework of a literal, historical, grammatical context that is in keeping with its original authorial intent, context and conservative historical Christian orthodoxy. He/she will follow the analogy of Scripture in all matters. Where Scripture is ambiguous, he/she will interpret apparently ambiguous/unclear Scriptures within the light of the majority of Scripture's message and meaning in the area under question and/or investigation.

Click [here](#) to find a list of our references by number in our statements.

## Volunteers

We believe that in order to preserve the function and integrity of GCS, and to provide a biblical role model to the students and the community, it is imperative that all persons 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 admonishment or removal as a volunteer and possible suspension or expulsion of the volunteer's children from GCS.

## School Governance

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

Parents can access the Governance Model at <https://gcsaz.org/about-us/boardatgcs/>.



# Campuses

Agritopia Campus	Greenfield Campus	Val Vista Campus
1424 S. Promenade Lane Gilbert, Arizona 85296 Office Phone (480) 279-1366 <a href="mailto:agattendance@gcsaz.org">agattendance@gcsaz.org</a>  <a href="https://gcsaz.org/agritopia-campus/">https://gcsaz.org/agritopia-campus/</a>	4341 S. Greenfield Road Gilbert, Arizona 85297 Office Phone (480) 638-8000 <a href="mailto:gfattendance@gcsaz.org">gfattendance@gcsaz.org</a>  <a href="https://gcsaz.org/greenfield-campus/">https://gcsaz.org/greenfield-campus/</a>	22201 S. Val Vista Drive Gilbert, AZ 85298 Office Phone (480) 865-2300 <a href="mailto:vvattendance@gcsaz.org">vvattendance@gcsaz.org</a>  <a href="https://gcsaz.org/valvista-campus/">https://gcsaz.org/valvista-campus</a>

# Calendars and Bell Schedules

Up to date calendars and bell schedules can be found on the GCS website.

<https://gcsaz.org/calendars/>

## Driveline

Driveline is the process utilized for a safe and efficient student dismissal. At the beginning of each school year, families are assigned a unique driveline number. Each family will receive two driveline tags, a map, and a pick-up time slot. Review your campus webpage list below or contact your campus office for additional information.

<https://gcsaz.org/agritopia-campus/ag-driveline/>

<https://gcsaz.org/greenfield-campus/gf-driveline/>

<https://gcsaz.org/valvista-campus/vv-driveline/>

## Parent Drop Off Procedures

Parents are expected to escort pre-kindergarten children to and from their classroom. Leaving young children in the car unattended is unacceptable. Older students may walk to their classrooms unattended.

We value punctuality at GCS. The campus and playground, with supervision, opens at the following times:

Agritopia Campus	Greenfield Campus	Val Vista Campus
7:30 am	7:15 am	7:15 am

Please do not drop off your children early, as there is no supervision until the campus opens. Students may drop off their backpacks by their classroom doors and then go



directly to the playground. Students are tardy for class when he/she is not in the room by 8:00am. After 8:00 am the student must stop by the office and pick up a tardy slip to enter the classroom.

When dropping your student off, please pull up to the elementary gate where staff members are able to help students out of the vehicle. After drop off, please proceed out of the parking lot. You are welcome to park in a space opposite the drop-off lane and walk your child in or want to watch your student walk to the courtyard or playground, please park instead of holding up the drop off lane. Please do not drop children off in any part of the parking lot, other than near the elementary gate. Please do not talk on your cell phone while driving during drop off or pickup. This is not a safe practice.

## **Parking - Drop Off & Pick-Up**

Parents who choose to park in the parking lot and meet their child at the classroom door may do so. Once you pick up your student, please supervise him/her. Running and throwing balls in the congested courtyard is not safe and hinders those making their way to the pick-up zone.

**Agritopia** – Agritopia has a one-way parking lot. The entrance is located by the tennis courts on Agritopia Loop, and the exit is on Promenade Lane. During Driveline (2:50 - 3:20pm) cars may only enter the parking lot by making a right turn into the lot. You may not park in the traffic circle on Agritopia Loop, at the clubhouse or in neighborhood designated parking spaces. This creates safety hazards, slows the process down for the school community, and makes for poor neighborhood relationships.

**Greenfield** – Greenfield has a one-way parking lot. The entrance is located on the South side of campus, off of Greenfield Road. When entering the Greenfield parking lot (on the South side of campus), please make sure to follow the designated lanes and traffic flow. Parents who wish to drop off or pick-up their student from the classroom should use the pull-through lane and park in an available spot.

**Val Vista** – Val Vista has a one-way parking lot. The entrance is located on the West side of the campus, off of Val Vista Road. When entering the parking lot please make sure to follow the designated lanes and traffic flow. Parents who wish to drop off or pick up their student from the classroom should park in an available spot.

## **Walkers**

Students in grades 2-8 will be allowed to walk home with parent permission. Walkers should leave the campus immediately and walk home. Note: Although we allow it, most second graders do not walk home alone; therefore, please use parental discernment concerning this choice.



## **Appointment Pick-Up**

It is recommended that if you schedule appointments at the end of the school day that you do so before or after Driveline pick-up times to avoid being trapped in the parking lot. If your appointment requires pick up during Driveline times, you will need to park and come into the office to get your student.

## **Parent Deliveries**

Parents may deliver student items to the front office any time during school hours. Students will be notified by the front office and will have permission to pick the item up when it is convenient. Deliveries from third parties and to classroom doors are not permitted.



# Admissions

## Pre-K and Kindergarten Entrance Age

Students registering for pre-kindergarten must be four years of age prior to September 1st and incoming kindergarten students must be five years of age prior to September 1st of the current school year.

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

## Pre-K Sign In and Sign Out Procedures

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



# Absence and Tardy Policy

## Attendance

School attendance is very important. Missing direct instruction puts the student at a disadvantage. 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.

## Absences

Parents must notify the office in the morning to excuse students for sickness or doctor appointments. Parents or documented and approved emergency contacts may pick up students who need to leave school early for medical, personal, or other legitimate reasons.

If a student must leave campus for any reason during school hours, the student must check out at the office. Upon returning to school, the student must check back in at the office. Students are allowed to leave the campus only with parent or administrator permission.

## 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 contact the school office with the following information: date, name of student, reason for absence, and the parent or guardian's name and contact phone number. If the absence has not been communicated with the office, it will be counted as unexcused. FACTS keeps a record of all absences and tardies and will send out notifications.

If a student is going to miss more than two consecutive school days for a reason other than illness, parents must contact the Attendance Administrator and the teacher(s) at least one week prior to the planned absence date. The request will be reviewed and each teacher will be notified, so the necessary assignments can be prepared and given to the student. Parents are urged to schedule such parent requested absences around the school calendar as attendance/participation in classroom learning cannot be duplicated.





In general, students will have one day for each day missed to make up classwork and other assignments missed and arrange with the teacher to make-up missed quizzes and tests within the allotted make-up days.

Students absent for more than nine (9) days in a quarter will be called by the administration to discuss any supports that need to be put in place in order to increase the attendance of the child.

Students must be present for benchmark and standardized testing. These are essential school days.

Please report the absence by emailing or calling the campus Attendance Administrator.

Agritopia Campus	Greenfield Campus	Val Vista Campus
Office Phone (480) 279-1366 <a href="mailto:agattendance@gcsaz.org">agattendance@gcsaz.org</a>	Office Phone (480) 638-8000 <a href="mailto:gfattendance@gcsaz.org">gfattendance@gcsaz.org</a>	Office Phone (480) 865-2300 <a href="mailto:vvattendance@gcsaz.org">vvattendance@gcsaz.org</a>

## Tardiness

Any student entering the classroom after the bell has rung and who does not have an excuse from a GCS staff member will be considered tardy. In order for the tardy to be excused, the student must have a written note from a parent or guardian, or verbal statement giving the reason for the tardy by a parent or guardian at the time of arrival. Any student arriving late to school must check in at the office before going to class. Administration will be notified after 5 tardies and families will be contacted at the administrators' discretion to ensure the success of students.

The campus and playground, with supervision, opens at the following times:

Agritopia Campus	Greenfield Campus	Val Vista
7:30 am	7:15 am	7:15 am

## Partnering Together

The unique culture of Gilbert Christian Schools depends on harmony and mutual respect between the administration, teachers, and parents. We should be “eager to maintain the unity of the Spirit in the bond of peace,” as is taught in Ephesians 4:3. The key to this is love and strict adherence to Scriptural standards of conduct in all of our relationships, including demonstrations of unity (1 Peter 3:8), respect for authority (Romans 13:1-7), and conflict resolution according to Matthew 18:15.



*The administration reserves the right to withhold the privilege of enrollment or re-enrollment if it is deemed the school partnership is detrimental to the common good.*

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.” Matthew 18:15-17*

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.

The building principal may also hear classroom concerns when appropriate. If the teacher does not address the concern in a timely or satisfactory manner, the parent may contact the building principal for additional support. If the building principal does not address the concern in a satisfactory manner, the superintendent may be contacted. The principal may also request that the superintendent is included in problem-solving discussions.

## **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 Matthew 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. The Superintendent’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.



## Personal Communications, Events & Fundraisers

GCS receives many requests for information to be shared with the school community. As a general principle, GCS does not advertise outside events, fundraisers, services, productions, concerts, etc., to our school community.

Any school-wide communication must be approved by the principal including posters around school or distribution of flyers. GCS families may not use GCS email distribution lists in FACTS or the mailboxes in the office for personal, business, or church-related matters. Individual students are welcome to tell their friends about upcoming events or opportunities that he or she is excited about.

In order for a school club, organization, or group to participate in a fundraiser, it must first be approved by the principal. Fundraising for organizations not associated with GCS are not permitted. Students are not permitted to sell any items on campus unless it is an approved GCS fundraiser.

## Grading Guidelines

### 4<sup>th</sup> – 8<sup>th</sup> Grade Grading System

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 administration. Grade point values and the percentages used to determine each grade are listed below.

High school classes taken during middle school will appear on a student's high school transcript and receive a high school credit, however, will not be calculated in their overall high school GPA.

Semester grades are calculated with the average of the two consecutive quarters. Grades are calculated using the FACTS system, based on the categories and requirements in the teacher's syllabus. The grading scale is listed below and applies to all classes.

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

GCS reports to the parents and students through FACTS with weekly progress reports. Report cards are issued at the end of every quarter. Letter grades are earned on all courses at those times. Throughout each semester students are monitored weekly by



their teachers. Parents are encouraged to contact the student's teachers with any questions.

Parents and students are expected to meet with the teachers at conferences held following the quarter to provide communication between parents, students, and teachers.

## Academic Standards

Gilbert Christian Schools' administration and staff desire for all students to be successful in their coursework. To ensure continued academic readiness, GCS created the Academic Standards policy to ensure students are ready to handle the challenges of the next grade level. Students who do not meet the academic standard at quarter or semester end may be placed on academic probation, be retained, or asked to leave GCS. Prior to these outcomes, teachers will partner with parents to make recommendations for satisfactory progress toward improved effort and learning. If a learning challenge or disability is suspected, teachers may work with the Student Services Coordinator to develop a plan of action.

### K – 3<sup>rd</sup> Grade

#### **Students Earning Falls Far Below (FFB) or Approaches (A)**

All K - 3rd grade students will receive a progress report from the teacher mid-quarter. If the student is earning a mark of FFB or A, the teacher will recommend tips for grade improvement, assignments to be made up, or tutoring sessions to be attended. It is up to the parent and student to act upon teacher recommendations and make satisfactory progress towards better grades, improved effort, and learning. Parents will be responsible for any support outside of the school day if deemed necessary in the course of action.

### 4<sup>th</sup> – 8<sup>th</sup> Grade

#### **Students Earning a “D” or “F”**

All 4th-8th grade students receive weekly grade communication through FACTS. To ensure continued academic readiness, a grade of C or better must be earned to demonstrate sufficient knowledge has been retained. Students who are receiving a D or F in any quarter will be contacted by the teacher or administration, and a course of action will be created and implemented to support the student. It is up to the parent and student to act upon teacher recommendations and make satisfactory progress towards better grades, improved effort, and learning. Parents will be responsible for any support outside of the school day if deemed necessary in the course of action.

If a teacher observes that a student is falling behind, the expected interventions and communication with parents is as follows:



1. The teacher will contact the student's parents via email or phone call about the danger of the student earning a D (the child's grade is at risk of slipping below 70%.) This includes outlining specific steps the student may implement to avoid earning a D on their report card, and may include communication with the Student Services Coordinator.
2. For a student in danger of receiving an F on their report card, a phone call or face-to-face meeting between the teacher, parent, and student is required.
3. An up-to-date FACTS gradebook report that gives plenty of notice to parents concerning the student's academic progress.

After these steps are carefully implemented and validated, if the student does not complete his or her part, a failing grade may be given on the report card and the student will be placed on academic probation.

## Conferences

Children and their parents are required to attend each of the three scheduled conferences. Parents receive their child's grade report and in-depth information about their child's academic, social and spiritual growth at each meeting. To maximize the time with the teachers, arrange for a babysitter for younger siblings who are of a preschool age. A conference spot is reserved online via an electronic sign-up system. Multiple conference slots per child are not available. If this policy presents a hardship that cannot be resolved, the parent should contact the building principal to make alternative arrangements.

Pre-K teachers will coordinate with Pre-K parents regarding conference(s) during the school year.

## Standardized Testing

As part of our ongoing commitment to provide data-driven, excellent instruction, GCS students in 1st-8th grades participate in the MAP Online testing three times a year. MAP provides wonderful, immediate data that assists GCS administration and faculty in adjusting instructional goals and evaluating curriculum.

## Homework Assignment Policy

GCS defines homework as unfinished classwork from the school day and quiz/test preparation. The amount of evening study is greatly affected by effective time management during the school day. Although homework assignments are left up to the discretion of each teacher, some subjects may require more homework than others, and all students are expected to have assignments completed on the due date. In partnership together, if a parent feels the amount of homework their child is receiving is excessive, the parent should share their concerns with the teacher to reach a solution.



Parents are responsible for supporting their child with their homework by providing a time and place that encourages work to be completed. Parents should also be careful to monitor other activities that may conflict with time needed for quality homework and 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 coordinated with the teacher. 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.

## **GCS Communication Systems**

GCS provides parents and students the ability to electronically monitor students' grades, coursework, and progress. Through the GCS Parents Web and FACTS, parents and students can check grades from home and see missing assignments.

### **Google Classroom**

Gilbert Christian Schools' classroom teachers use Google Classroom to post assignments. Parents or students can access GC through teacher links. Specialist teachers are not expected to post assignments, so individual communication is expected from parents to instructors for any missed assignments.

## **Electronic Devices**

- Any electronic items brought to school are at the students' own risk.
- Cell phone use is not allowed on campus (including bathrooms, locker rooms, and during break). All phones must be kept off (not on silent or vibrate) and kept in the student's backpack during the day. Any visible cell phone is subject to confiscation.
- If a student needs to contact a parent for any reason, the student must go to the office to place a telephone call. Parents should not contact children via cell phone during school hours, but should call the office who will contact the child. If parents contact his/her child during the day on a cell device, teachers reserve the right to remove the device for the day from the child per the guidelines below.
- Cell phone violations will be subject to the consequences listed below.
  - First Offense – any student who uses a cell phone, has it on their person, or has it ring on campus in their backpack (including contact to or from family members) during school hours will have their phone confiscated. It will be turned into the office for the student to pick up at the end of the day. Parents will be contacted via email.
  - Second Offense – Cell phone will be turned into the office and will only be released to a parent or guardian. A phone call home from the administration will be made.
  - Third Offense – Any student who has a third cell phone violation will be required to use a Yondr cell phone pouch for the rest of the school year.



- Students are not allowed to videotape or audio record during class time without teacher permission. Any student caught recording will have consequences as outlined under Major Conduct Violations.
- Wrist watches (Apple/Smart Watches) with phone or cell capabilities fall under the same rules as cell phones and may not be worn on campus, but must be placed in a backpack or locker.
- Music devices including, but not limited to, earbuds and headphones diminish the sense of community at GCS and may not be used during campus hours. Exceptions will be made for student spectators watching sports events after school.
- Electronic violations will be subject to consequences listed under cell phone violations.

## **After School & Before School**

Cell phones must be turned off and put away before entering the school gates, and while at afternoon driveline. If students need to contact a parent or guardian who is picking them up, they may go into the office to call.

## **Computers or Tablets in Classroom**

Students should not bring or use their own PC's, laptops, or tablet computers to school as they will be unable to connect to the school wireless internet. These items should be left at home.

## **Student Acceptable Use**

GCS provides internet access for student use with these provisions:

- 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.
- 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/downloading of files, passwords, computer systems, or programs.
- Students are expected to access only their GCS account.
- Students may not use each other's accounts. Accessing or using another person's account will be subjected to consequences listed under major conduct violations. If a student logs into a computer and notices another student is still logged in, the student must log out and use their own account.
- Students may not provide personal information about themselves or others. Personal information includes address, phone number, cell phone number, etc.
- 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 and physical damage of a computer. Hacking includes, but is not limited to, trying to gain unauthorized access to files or systems.

- Internet use is for educational purposes only.
- Students may not access websites and content without permission.
- Students may not use any Google platform (Docs, Presentations, etc.) for personal use; as an instant messaging forum by sharing documents, “chatting” via a live document, and creating personal documents and slideshows at school.
- Students are not allowed to share their password.
- Use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language is not allowed at any time. Accessing or exchanging obscene or graphic material (including using the language listed above) is subject to consequences listed under major conduct violations.
- Knowingly or recklessly posting false or defamatory information about a person or organization will not be tolerated. Harassment of another person 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.

## Official School-Sponsored Functions

- Administration must approve, in advance, the details regarding any school-sponsored function.
- No meeting of any group, committee, or organization is to be held without the knowledge of the GCS Administration.
- Parents are 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. This includes dress code, use of cell phones, music, following all state laws, and public displays of affection.
- Students on field trips that are outside of school hours shall dress modestly according to the guidelines set by the GCS Administration, in which case they may wear appropriate non-uniform clothes (meets dress lengths and modesty standards).
- Student participants must be transported in school vehicles and by school drivers. School rules apply when traveling on school transportation.
- Teachers, staff, or administration can transport students in their own personal vehicles with 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.
- Even though students who are off campus may have access to their cell phones for personal use, sharing of music, images, texts, memes, videos, etc. is not allowed and will be subject to disciplinary action. While one student’s parents may allow him/her to listen or watch something, other parents’ modesty standards may not concur. In this way, the school may indirectly subject the student to inappropriate content without the parent’s consent. If a student is in violation of this rule, his/her cell phone should be confiscated and returned to a parent.





- Students are expected to remain buckled in their seats. Students will be held responsible for their conduct and disciplinary action will be taken for disrespect and disobedience.
- Public displays of affection are not allowed while students are on campus or at any school event. This includes but is not limited to: holding hands, extended hugs, sitting on laps, or kissing. At no time should students of the opposite sex be in a room alone.
- Each responsible adult is charged with enforcing the above policies, specifically: coaches, parent volunteers, community volunteers, staff, teachers, and administrators.

## Signature Trips & Field Trips

In order to chaperone a field trip, parent volunteer training and a background check must be completed. If you would like to be a driver, you must be an approved driver through the district office.

Parental permission slips must be signed by a parent and turned in to the teacher before the trip takes place.

Parents who are not chaperones are permitted on field trips subject to venue and programming.

## Expectations

Every student should understand that attendance at GCS is a privilege. Therefore, students are obligated to be familiar with the responsibilities of being a student at GCS as reflected in the contents of the Student Handbook.

# Playground

For the safety of all students, GCS has the following expectations for any designated outside time.

## Rules

- Use kind and appropriate language at all times.
- Keep hands and feet to yourselves.
- No open containers of food or leftovers on the field or playground. No glass containers on the playground at any time.
- Do not leave the playground unless you first check with an aide (nurse, bathroom, drink, etc.).
- No running or running games on the playground equipment, swings or basketball court.
- No jumping off, running under or through side swinging, or twisting on the swings.
- No hanging on basketball rims or nets, soccer nets, Nine-square, and field goals.
- No jump ropes, hula hoops, or balls on any playground equipment.
- Jump ropes are for jumping only, no tying up anything or anyone, and no tug-of-war.
- When the whistle blows, put away balls and equipment, and pick up items left on the field.
- Line up promptly when your class is called.

## Consequences

Playground aides will give a fair verbal warning to children who are not following the rules. If a child does not make an adjustment and follow directions, the 5 Steps to Loving Correction will be implemented. Aides will notify classroom teachers or administration of any steps that are taken with any student.

Students who are fighting, swearing or intensely arguing will be sent directly to the principal. The principal will follow up with the teacher, and parents will be notified.

## Game Rules

- Use balls for their intended purpose.
- Balls must be returned to the rack.
- Adult rulings will be respected.
- Students who are lined up to return to class should not be kicking or playing with any of the balls.
- All students are permitted to play any game, no exclusions.

## Cafeteria Rules

- Students are to stay inside until dismissed to leave.
- Students need to exit the lunchroom from the designated doors and go directly to the playground.
- All food must remain in the cafeteria.
- Students will place their water bottles and lunch boxes in the designated areas.
- Follow instructions of cafeteria staff and parent volunteers using a respectful tone of voice.
- Walk at all times.
- Students must remain in the cafeteria or on the outside patio during lunch, unless instructed by a GCS staff member.
- Students are responsible to clean up their own trash before going to the playground.
- No screaming or yelling.
- No throwing any items in the lunchroom.
- Keep hands and feet to yourself.
- Be polite and kind and willing to serve others by letting them go first, helping them with trash, etc.
- Failure to comply with the cafeteria expectations; inappropriate lunchroom behavior, or leaving food or trash on the tables will result in disciplinary action.

## Closed Campus

Gilbert Christian campuses are closed campuses. Students are not to leave the school by themselves, or in groups, without official school permission during the school day. 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. The school will not approve parent requests for students to leave unaccompanied during the school day for recreational purposes, including lunch. Students are not permitted to be released to anyone, including the non-custodial parent, without the approval of the custodial parent.

## Visitors to Campus

Any visitor to a Gilbert Christian 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 unless prearranged with administration. We arrange official tours for students who are interested in attending Gilbert Christian Schools.



## **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 the Administration. In more severe situations, students may be subject to suspension or expulsion.

## **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.

## **Vandalism**

GCS is a beautiful campus, and everyone works hard to make it a clean and safe environment for staff, faculty and students. Students must do their part in picking up after themselves. Vandalism and/or property damage will not be tolerated, and anyone who violates this policy may be subject to discipline, up to and including expulsion.

## **Fines and Fees**

If sports equipment or GCS merchandise (such as books) are lost, a fine (varied at the market value of the equipment/merchandise) will be charged to the student/family account. All fines are all due in a timely manner.

## **Lost and Found**

It is a student’s responsibility to keep track of his/her personal belongings. All lost and found clothing is donated to a non-profit at the end of each quarter if not claimed. Lost and found items will be displayed for the students to claim items before they will be donated. For more valuable items (such as keys, glasses, wallets, and cell phones), please check the office.

## **Classroom Passes**

Students must have a pass to go to the office, restroom, or nurse. In addition, when a student is arriving late, or is going to be late for class for any reason, he/she must have a tardy slip to go back to class.



## Lockers

All lockers, including athletic dressing rooms, are the property of GCS.

- 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 or share locker combinations.
- Students must use the lock provided by the school.
- Lockers are to be kept locked. GCS is not responsible for items taken out of lockers.

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.

## Locker Room

- Students may only enter locker rooms designated to their biological sex.
- Students are strongly urged not to bring valuables of any kind into the locker room.
- Students are provided lockers and locks to secure their clothes during their PE class and sports. Students are not to trade lockers or share locker combinations.
- 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

## Bathrooms

- Students may only enter bathrooms designated to their biological sex.
- 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.

## 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
- Any weapon of any kind including nerf guns, airsoft equipment, paintball guns, etc.
- Toys of any kind

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.

## Dress Code

GCS seeks to maintain an appropriate educational environment, so modesty, neatness, and cleanliness is essential. Clothing or hairstyles that distract from the educational process or that draw attention are not appropriate. Students are expected to dress for school to honor God, classmates, and GCS standards, and not to draw attention to themselves.

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. The administration reserves the right to make specific case by case judgements concerning the dress code that may not be addressed in the handbook. The school reserves the right to amend the dress code throughout the year as necessary.

GCS administration, teachers, and staff reserve the right to dress code any student who is not in compliance with the GCS dress code. At that point, the student will be given instructions on how to correct the violation. If a student is required to change into approved uniform clothing, loaned uniform clothing must be washed and returned for the student to receive his or her personal clothing back.

## Tops and Dresses

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

- A GCS uniform polo is to be worn Monday – Thursday.
  - Peter Pan blouses may not be worn as a top unless there is a jumper over it.
- GCS “Spirit” Shirts may be worn every Friday. This includes theme shirts, GCS provided trip shirts, GCS sport shirts, etc.
- Any shirt worn to school must extend below the waistband. 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, don't wear it to school.



- Shirts may not be tied in any way.
- Long-sleeved t-shirts under short-sleeved polo shirts are allowed, but no logo, brand, or striping on the sleeves is permitted, and it must be solid colored.
- All tops must be in good repair.
- Any shirts showing undergarments are not allowed.
- All dresses for PreK-5th grade must be collared or have a collared shirt underneath.

## Bottoms

The fit and style of pants and shorts must be modest and school appropriate. Boys and girls must wear pants at or near the waist, and a belt may be required if pants slip too low as described above.

- All pants, capris, skirts, skorts, and dresses must be a solid color with no pattern. Approved colors are black, blue, khaki/tan, and gray.
  - Skirts and skorts are only permitted for girls in pre-kindergarten to 5th grade. Shorts or leggings must be worn under skirts and dresses. Students in 6th, 7th and 8th grade are not permitted to wear skirts, skorts or dresses.
  - Shorts, dresses, skirts and skorts must be at or just slightly above the knee (4 finger width), modest length as per administrator discretion.
  - Underwear, compression shorts, etc. should not be visible above the waist line or below the cuff line of shorts, even when sitting down.
  - Parents are responsible to keep their sons or daughters in the appropriate length clothing during growth spurts or as the year progresses.
  - All pants, dresses, shorts and skorts must be hemmed and in good repair. No holes, rips or frayed hems, or cut-off shorts is not permitted. Raw hems are permitted.
- Most fabrics for pants and shorts are allowed including tech cotton-blends, 100% cotton khaki, or blue denim. Unacceptable material includes terry cloth (traditional sweatpants), nylon, or mesh athletic shorts (basketball shorts).
- All bottoms should be loose fitting. Bottoms that are thin or skin tight are not modest and therefore not school-appropriate including leggings, spandex, or yoga pants.
- Denim that is distressed so as to create thin spots or holes is not permitted.
- Large logos are not permitted.

## Footwear and Socks

- PK-5 Students must wear sports shoes everyday with socks or tights (for girls). Shoes that do not fit properly pose a safety hazard for PE and outdoor play.
  - Examples of unacceptable footwear for PK-5 include boots, rolling shoes, slippers, ballet flats, flip-flops, and any shoe that has a sole with a heel.
  - Examples of unacceptable shoes for 6th-8th grade include boots, slippers, and any shoe that has a sole with a heel.
- Shoes must be worn at all times.



- GCS staff reserves the right to require students to change shoes if deemed to not fit within the stated guidelines.

## Outerwear

- All hoodies, cardigans, zip up sweaters, crewnecks, etc. worn on campus must have a GCS logo.
- The only non-GCS logo item permitted is a winter coat. A winter coat may only be worn when outside.
- No oversized hoodies are permitted.
- Hats, beanies, hoods, and earmuffs may not be worn inside any building at any time.

## Boys

- Hair requirements:
  - Hair is to be neat, clean, and out of the eyes.
  - Those with “fade” haircuts must keep the longer hair out of eyes and above the ears.
  - Boy's hair length should not exceed mid-collar.
  - Unkempt and shaggy hair is not permitted.
  - Extreme haircuts, like mohawks, or words/designs shaved into the hair, or man buns are not acceptable.
  - Changing natural hair color is not permitted. (including frosted tips, bleaching, multi-toned hair, etc.)
  - Facial hair is not allowed. Administration reserves the right to require changes.
- No visible tattoos (real or fake) or body piercings.
- Boys may not wear headbands
- Boys may not wear earrings or nail polish

## Girls

- Hair requirements:
  - Extreme hairstyles are not acceptable.
  - No shaved hair, symbols, tinsel or unnatural colors are permitted—even embedded into hairstyles such as braids.
  - Natural looking highlights are the only permitted coloring allowed. Two-toned hair such as front chunking, streaks, and sectioning is not permitted. Administration has the final say if color counts as highlights or a chunk.
  - “Red” hair must be the natural color and not a vibrant red color.
  - Hair sweeping across the face that must be constantly adjusted hinders learning.
  - Those with “fade” haircuts must keep the longer hair out of eyes and above the ears.
- Jewelry





- Girls may wear jewelry in moderation.
- Girl's jewelry should be modest and age-appropriate.
- Only girls may have pierced ears.
- No visible real or fake tattoos or body piercings other than earrings.
- Makeup & Nails only permitted in 6th-8th grade
  - Girls may wear makeup in moderation.
  - Nails cannot be of excessive length and the design should be neutral and not distracting.
- Visible undergarments of any kind are not permitted

## Accessories

- No scarves
- No ties
- No vests
- No jewelry with inappropriate terminology or design
- All jewelry and headwear must be non-distracting and modest
- No hats or sunglasses inside the building at any time

## Other Dress Code

### PE Dress Code

P.E. dress out is optional for grades 6th - 8th. If your child chooses to dress out, they must adhere to the following dress code.

- Shorts must have a minimum of a 9-inch inseam
- Loose fitting, solid colored joggers or sweats are permitted
- No leggings, spandex, or yoga pants permitted
- Plain, solid colored t-shirts or GCS spirit shirts

### Spirit Week/Pay to Dress/Free Dress Day/Athletic & School Event Attendance Dress Code

- Students may not wear the following items:
  - tights, yoga pants, or leggings as pants
  - skirts or dresses (allowed for Pk-5)
  - shorts that do not meet dress code requirements
  - 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
  - Clothing that promotes non-Christian music artists, shows containing non-Christian themes (This includes, but is not limited to Stranger Things, Taylor Swift, Nirvana, Dr. Dre etc.), or anything else promoting non-Christian ideals. This includes but is not limited to vulgar, anti-Christian, or other unlawful material.
  - any clothes with holes in them



- PK-5 Students must wear sports shoes everyday with socks or tights (for girls). Shoes that do not fit properly pose a safety hazard for PE and outdoor play.
- If the day calls for wearing a dress (girls), female 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 school-provided clothes.

## Swimwear Dress Code

- **Boys:** All students must wear a dark t-shirt or rashguard over their torsos and modest length shorts. Acceptable shorts for gentlemen include swim shorts, board shorts, or athletic style shorts.
- **Girls:** All students must wear a dark t-shirt or rashguard over their torsos and modest length shorts. Acceptable shorts for ladies include swim shorts, board shorts, or athletic style basketball shorts. Under their dark t-shirt or rash guard and modest length shorts ladies may either wear a one or two-piece swimsuit.
- **All students** should avoid:
  - Cut-offs
  - Brief style trunks
  - Spandex/form fitting style bottoms

*Recognizing that fashion trends are constantly changing, the administration reserves the right to make specific case by case judgements concerning the dress code that may not be addressed in the handbook. The school reserves the right to amend the dress code throughout the year as necessary.*

## Dress Code Consequences

Students not in compliance with the dress code when it comes to modesty will be sent to the office and will call home. Parents will need to bring them school appropriate clothing. (Ex. Shorts are too short and underwear is exposed beneath the cuff. The student will call home for a change of shorts)

If a student is not in dress code when it comes to a non-modesty issue (such as color of pants) they may stay in school out of dress code for the rest of the day, and parents will be notified.

Repeated offenses show defiance and will result in a suspension as per the consequences listed under Major Conduct Violation.

# General Discipline

## Discipline

Gilbert Christian Schools keeps high behavioral standards for students. Loving, consistent enforcement of these expectations provides the framework needed to produce



growth in academic excellence and godliness. All students at Gilbert Christian Schools are expected to meet these expectations:

## Student Expectations

- Stay on task with the lesson objective.
- Speak in turn.
- Complete assignments with excellence and in a timely manner.
- Respect campus property.
- Respect and obey all campus staff members.
- Respect and encourage classmates.
- Use only humble, pure, honest, encouraging, and kind words.
- Keep hands and feet to yourself. Hitting, kicking, or other aggressive behavior is not allowed.
- Include others, be friendly to all.
- Boys and girls should treat one another as sisters and brothers in Christ. Boyfriend/girlfriend relationships and conversations are not allowed on campus.

## Student Planners (K – 5<sup>th</sup>)

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

## GCS 5 Steps of Loving Correction

### Reverence ▪ Respect ▪ Responsibility

1. **Reminder** – Staff member states desired behavior. (Ex. "Student name, please sit down in your seat.")
2. **Redirect** – Staff member has face-to-face conversation with student at their level stating the non-desired behavior and the desired behavior. (Ex. "Student name, I need you to stop talking with your friend and sit down in your seat.")
3. **Regroup** – Student is removed from setting, staff member guides student through heart talk, contacts parents, and gives consequences for the non-desired behavior.
4. **Restart** – Staff member contacts administration for additional support in correcting behavior due to lack of repentance and/or repetition of non-desired behaviors.
5. **Rejoice** – When a student repents and corrects their behavior, this is celebrated by staff members.

## **Detention**

Detention may be given for any negative behaviors at a staff member's discretion.

## **Behavioral Probation**

Students sent to the office for major conduct or repeated behavior issues may be put on a behavior plan designed to help the student correct his/her behavior at the administrator's discretion. Students who do not make significant progress in their behavior will be subject to removal from the school.

## **Suspension**

Suspension may be given for behaviors listed under "Major Conduct Violations" or any other situation as determined by administration.

## **Expulsion**

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

## **Public Displays of Affection**

No public displays of affection (PDA) are allowed on campus or at school-related activities or events. All instances are subject to disciplinary action as listed in "Major Conduct Violations."

## **Harassment, Bullying, and Cyberbullying**

The administration, teachers, and staff of Gilbert Christian Schools are committed to providing a compassionate, receptive, and non-threatening atmosphere for each pupil whom God entrusts in our care. This is an outgrowth of the values that we promote as an intentionally Christian community. Because the Bible teaches us that love and respect are the foundations for our relationship with God and with others, bullying will not be tolerated at GCS. Bullying will be handled in a timely and fair manner according to GCS policy and procedures. Single incidents of inappropriate behavior do not constitute bullying.

Our Christian walk should be demonstrated at all times. 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



include, 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. Students should immediately tell a staff member when they feel harassed or bullied by another GCS student.

## **Sexual Harassment and Misconduct**

GCS is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to address any situations related to sexual harassment and/or sexual misconduct. Anyone who violates this policy may be subject to discipline, up to and including expulsion.

GCS prohibits harassment of, or discrimination against any member of the school community, including students, for sexually motivated reasons. Persons who engage in such conduct may be subject to disciplinary action, which may have legal consequences. Sexual harassment shall be defined as unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made explicitly or implicitly a term or condition of an individual's classroom evaluation;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the status of the individual;
- such conduct has the purpose or effect of interfering with an individual's classroom performance or creating an intimidating, hostile, or offensive academic environment;
- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

Gilbert Christian Schools requires the prompt reporting of such harassment or discrimination. Prompt resolution, through either informal or formal procedures, of any such reports may be accomplished.

## **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 GCS, 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. Such actions are subject to disciplinary action as listed under "Major Conduct Violations."

## **Possession of Weapons**

Gilbert Christian 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.



## Off-Campus Misconduct

GCS considers a student an official member of the student body from their first day of acceptance at GCS until withdrawn, removed, or graduated. There is a “24-7-365” aspect to the GCS Code of Conduct. GCS reserves the right to discipline for both on-campus and off-campus misbehavior during the student’s tenure at GCS.

The Student Disciplinary Code and all GCS penalties may apply to conduct off school grounds, particularly those that may endanger the health or safety of GCS students within the school setting, substantially interfere with the educational process, or that would expose inappropriate (whether age or content) items to other GCS students.

Examples of off-campus misconduct that may be subject to GCS discipline include, but are not limited to inappropriate texts/group chats, sending of inappropriate memes, exposing others to inappropriate (due to age or content) movies, tv shows, video games, or books, illegal activity, threats of violence, alcohol possession/use, fighting, hazing, drug possession/use or sales, firearm possession, violent offenses, robbery, burglary, arson, sexual assaults and more. The majority of behaviors not allowed at school will be subject to GCS discipline outside of school.

When deemed necessary and/or required by law, certain acts of student misbehavior, whether on-campus or off-campus, may be reported to appropriate authorities.

GCS parents or guardians shall not knowingly facilitate or allow the violation of rules of GCS or the law; such as the failure of parents to adequately safeguard any alcohol or drugs they possess, or to provide reasonable supervision standards in order to significantly minimize the possibility of alcohol or drugs being brought into the home, another location of social gathering, or to school functions or property. When parents or guardians knowingly facilitate or allow the violation of rules of GCS or the law, the result may include the immediate termination of the relationship between the family and GCS.

It is not the responsibility of the school, nor does it have the resources or ability to police a student’s behavior off campus during non-school hours or days. Members of the GCS family who become aware of violations of school policies that occur beyond school property, school activities, or school hours should first speak directly to the other families involved, as GCS often is not in the best position to do anything about the concern under such circumstances.





## Student Responsibilities When Wrongdoing Occurs

Occasionally, a GCS student may find himself/herself in a situation when clear violations of this Code of Conduct (e.g., consuming alcohol, taking drugs, immoral behavior, etc.) are occurring. It is the responsibility of that student to take immediate and reasonable steps to remove himself/herself from the location of the wrongdoing. If such steps are not taken, the student may be subject to disciplinary action.

When GCS employees request truthful answers from a student regarding allegations about his/her own actions or the actions of others, it is done with a presumption of full disclosure.

## Social Media

Widespread use of social media has become a regular part of people's lives. While GCS has no control over the use of social media off campus, members of the GCS community should use great discretion when using social media. Students represent GCS on and off campus, and violations of school expectations off campus and during non-school hours will result in disciplinary consequences.

Students who use social media must understand that comments they make on social media can cause disruption to the educational environment. Any comment they make or like that causes a substantial disruption to the school environment can result in school consequences. Here are some guidelines that everyone should keep in mind when using social media:

- Avoid harassment/threats of violence. Any comment or picture that is meant to demean or intimidate a GCS community member is considered harassment. Liking a comment or page is giving approval and only serves to encourage harassment.
- Be aware that privacy settings are not foolproof. Assume that anything you post can be seen by anyone for an indefinite period of time, including future employers.
- Don't post anything confidential, including date of birth, address, phone number, social security number, etc.
- Parents, create a social media account and follow your child. That way you can ensure that your child is using social media responsibly.
- Make certain that your posts do not conflict, or lead to the perception of a conflict, with the positions of GCS. Do not tag other people in social media posts that they may find offensive. Do not do anything on social media that could put you or the school in a compromising position.
- Creating anything on social media with any part of the GCS name, logo, or acronym, as well as any GCS community member, is not permitted.
- Illegal activities or inappropriate materials using social media or on electronic devices may be reported to law enforcement.

## Cheating, Plagiarism, and Copyright Infringement

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. 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. Copying another's work, 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.

Students are expected to abide by copyright laws and properly cite the intellectual property created by others. Plagiarism is expressly forbidden at GCS and will result in disciplinary action. Works that are found on the internet cannot be plagiarized.

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.

## Chat GPT & other AI Models

Students are permitted to use Chat GPT for academic purposes such as researching information, seeking clarification, or brainstorming ideas. However, **student use of Chat GPT must receive prior approval from the teacher**. The use of Chat GPT should supplement and enhance academic work rather than replace original thinking, research, or written expression. Chat GPT should not be used to create or complete assignments, essays, projects, or any other work that is meant to be an individual's own effort or reflection. It is the responsibility of the student to ensure that any information obtained from Chat GPT is appropriately cited and verified using reliable sources.

Using Chat GPT to pass off generated content as one's own (plagiarism), or without prior approval from the teacher, is prohibited and will have the following consequences:

## Major Conduct Violations

\*All consequences will be given at the administration's discretion. Additionally, a consequence may be given for a behavior that is not listed below.



## Key

EXP = Expulsion

ISS = In-School Suspension

OSS = Out-of-School Suspension

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

## Level One

Consequences
<b>Consequences for the following violations will be given at administrator discretion up to expulsion.</b>
Repeated dress code violations
Written or Verbal Profanity, Written or Verbal Inappropriate Speech, Inappropriate Drawings, Inappropriate Gestures, or Written or Verbal Sexual Innuendos
Offensive Racial/Religious Remarks
Possession of Obscene Material of Any Kind (Includes transmitted via internet or cell phone)*
Aggressive Physical Behavior, Aggressive Horseplay, Physically Initiating a Fight, and Physical Altercation
Verbally Initiating a Fight
Cell Phone, Social Media, Internet, and/or Technology Infraction
Cheating and/or Plagiarism
Vandalism/Destruction of Property*
Harassment, Bullying, and/or Cyberbullying*
Threats
Pictures or Videos in Restroom or Locker Room
Audio Recordings, Pictures, or Videos in Classroom (without teacher permission)
Severe or repeated disruptive and disrespectful behaviors
Dishonesty
Public Displays of Affection

## Level Two

Resulting in Automatic Suspension or Expulsion.

Violation	Minimum	Maximum
Theft*	ISS	EXP
Smoking/Vaping/Tobacco*	ISS	EXP
Alcohol/Drugs*	ISS	EXP
Physical Assault*	ISS	EXP
Initiating a False Alarm*	ISS	EXP
Sexual Harassment*	ISS	EXP
Possession of Weapons or Explosives*	ISS	EXP



# Safety and Security

## Emergency Protocols

Gilbert Christian Schools will practice three types of drills:

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

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

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

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

## Emergency Procedures and Drills

### Fire

- The school is required to hold regular fire drills.
- 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.

### Lockdown

- 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.

## Reporting Child Abuse

Protecting the health and welfare of GCS students is fundamental to the mission of GCS. In accord with A.R.S. 13-3620, school personnel are required to report to a peace officer or to child protective services any reasonable grounds to believe a child is the victim of neglect, physical or sexual abuse. The school will not contact parents before making a report to authorities. The law is clear on the duty of school personnel to report, and there is no legal alternative except to make the report to the proper authorities for their investigation.

## 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 will include:

- All academic records including transcripts, 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 Parent Agreements/Access

GCS 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 a 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:

### **Legal**

- Physical or sexual abuse
- Serious evidence of suicidal tendencies
- Serious evidence of the possibility of harm to others
- Instances of pregnancy. Parents of students who are under the age of 16 must be notified.

### **School Policy**

Any school rule and state or federal laws which have been broken may be reported to the administration, parents, and/or the police department.



## **Custodial/Non-Custodial Parent Access to Records**

GCS 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.

GCS, 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.

# Health Services

The school has a Health Aide trained in CPR and First Aid. The Health Aide will attend to the student's concerns and will notify the student's parents or guardians if the student must be sent home because of illness. The Health Aide must authorize all departures from school due to injury or illness.

## Immunizations

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

## Communicable Disease Guidelines

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





## Medication

Medications taken during school hours must be administered by the school Health Aide or trained office staff. The exception is asthma inhalers, which may be carried by students if a permission slip is signed by parents. No prescription or over-the-counter medication is allowed to be in the possession of a student.

The Gilbert Christian Schools Medication Administration Release form (available in the Health Aide office) must be completed and signed by the parents/guardians and physician. Medication must be in the original container with the pharmacy label, student's name, prescribing physician's name, medication name, dosage, and the time and route of administration.

## Backup Medication

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

## EpiPen

If your student's allergies require the use of an EpiPen, please provide their prescribed EpiPen, along with a signed EpiPen care plan form, to the health aide. It is the parent's responsibility to ensure that the provided EpiPen is current and not expired.

## Pre-K Blue Emergency Card

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

# Helpful Reminders

## Books and Musical Instruments

Instruments and Specific books may be assigned to each student at the beginning of each year. Students are expected to keep all instruments and books they are assigned or use in good condition. Students are not to write in or deface books in any way. If instruments or books are returned at the end of the year damaged or defaced, GCS will require the student's parents to reimburse the school for excessive wear and tear that require replacement of any school instrument or book. Lost or damaged instruments need to be reported to administration as soon as possible for the appropriate fee. All monies for lost or damaged items may be paid for online via the GCS website.

## School Bus Regulations

Students who ride a school "activity" bus or vehicle are always under the supervision of the driver, who has as much authority as any school official. Seatbelts must be worn by the driver and all passengers on the bus. In order to ensure the safety of all students, student misbehavior will not be tolerated. Students are required to ride to and from special events or activities, i.e., field trips, concerts, etc., in a GCS bus. The driver/coach reserves the right to limit or deny cell phone or electronic usage on the bus. Parents should not plan to take their own child home after a field trip. Non-enrolled siblings are not permitted on the bus at any time. Drivers are not permitted to use cell phones while driving a school bus.

## Items Not Allowed at School

Students may not bring to school or use anywhere on the Gilbert Christian Schools campus any items that present a danger to themselves or to others, or that are incompatible with the culture we seek to create here. Students may not bring toys, games, trading cards (Pokemon) etc. to school. Administration officials retain discretion in identifying any of the items listed above.

## On Campus before School

Students are to drop their backpacks off at the classroom door or locker, and enter the designated area for each grade level, where there is supervision before school. Students with supervising parents, may wait in the courtyards before school. No one may linger in the hallways due to no supervision.

## Dog Policy

Friendly, calm, vaccinated dogs are permitted on Gilbert Christian campus. All dogs must be leashed and carefully controlled by an adult owner. Service dogs are always permitted according to law. Administration and campus security reserve the right to ask any family



to remove a dog from the school premises if they deem the dog to be a potential hazard to anyone on campus.

Dogs are not permitted inside any buildings, e.g., office, hallways, gym, classrooms, or on the turf. If a dog is small enough to be carried down the hallway between courtyards, this is acceptable. If not, please walk the dog around the building outside. No pets are allowed on the playground at any time for student safety and health reasons.

## After School Clubs

Gilbert Christian delights in addressing the gifts God has given each child; therefore, after school clubs are designed to help children further explore their interests and develop important skills. Administrators interview outside vendors and interested GCS employees who have the proposals for clubs to see if the proposed club fits GCS standards.

Children enrolled in clubs must pay additional fees directly to the vendors, and the vendor is responsible for the child's safety and learning. Students with poor conduct during a club may be expelled from the club at the discretion of the club leader. Club participation is a privilege, not a right. All club leaders have fingerprint clearance cards and are insured and screened by their organization, with GCS being assured of their professionalism before the club is allowed on campus. Parents must promptly pick up children at the end of each club session and club supervisors reserve the right to charge parents who make a habit of late pick-ups.

## Athletics

Please see the GCS Athletics Department handbook for information regarding our sports programs.

*The administration reserves the right to make specific case by case judgements that may not be addressed in the handbook. The school/district reserves the right to amend the handbook throughout the year as necessary.*