



# GILBERT CHRISTIAN SCHOOLS

HIGH SCHOOL CAMPUS

**2024-2025  
STUDENT HANDBOOK**

## Letter from Our Principal

Hello Gilbert Christian High School Families,

Welcome to our new 2024-25 school year! I am blessed and honored to be asked to lead the Gilbert Christian team and guide your students to lifelong success. We are grateful to partner with you in discipling and educating your children. Our desire is to make disciples of Jesus Christ *through* education and the entire experience at GCHS.

I want to encourage you and your students to fully engage in our community and extracurricular opportunities that help complete their development. We want your student to enjoy a rich high school experience where their gifts are cultivated and grown—and one where they engage socially to enjoy the benefits of Christian community and to make great memories.

We care deeply about your student's entire experience. However, our primary means of discipling your students will be by providing them an appropriately rigorous and comprehensive education founded on a biblical worldview. There is work and challenge necessary to get the most out of these years. We encourage your students to adopt a "growth" mindset and to work hard to get 1% better each day (or week or month).

The campus theme for this year will be SEEN, VALUED, LOVED. These concepts can be biblically rooted in Psalm 33:13-15(Seen), Matthew 10:29-31(Valued), and Romans 5:8(Loved). We pray that every student who enters our doors this year will experience and feel these principles manifest in their daily walk with Christ.

We have compiled this handbook to provide an expression of our partnership with you as a learning community. Its content spans from issues of academic topics to student life to parent involvement. Although the school has prepared this handbook with careful and thoughtful planning, we are not focused on legalism so view this as a practical guide for "getting along well" at GCHS.

We hope this aids the GCHS community in conducting itself to give glory to God. It is our hope that this coming school year will be a blessed one for you and your child. We are thankful to have this opportunity to partner with you in the educating and discipling of your children. We pray that it is their best year yet!

Godspeed,

James Potts  
High School Principal  
1 Corinthians 15:58



## Table of Contents

Section I .....	4
Directory Information .....	4
Administrative Team .....	4
Campus Hours.....	4
Closed Campus .....	4
Medication and Immunizations .....	5
Visitors to Campus.....	5
Dance Guests.....	6
Z-Hour .....	6
Chapels & Small Groups .....	6
Bible Program.....	6
Section II .....	7
Background and Doctrinal Stands .....	7
Mission Statement .....	7
Core Values.....	7
Accreditations and Memberships.....	7
Statement of Faith and Position on Critical Issues.....	8
Section III .....	9
Academic Program .....	9
Grading System.....	12
Principal’s List.....	12
Dean’s List.....	12
Valedictorian and Salutatorian.....	12
Senior Spring Final Exams Exemption Policy.....	13
Homework Policy.....	14
FACTS, Google Classroom, and Email .....	14
Failed Course Policy.....	15
Advanced Courses and Prerequisite Policy.....	15
Drop/Add Policy for Class Change .....	15
Academic Integrity .....	15
Student Records.....	16
Custodial Parent Agreements/Access .....	17
Confidentiality Statement.....	17



Community Service.....	18
Graduation Honor for Excellence in Volunteering.....	18
EVIT- Power Campus Partnership Program.....	19
Section IV.....	21
Student Expectations.....	21
Matthew 18 Principle.....	21
Student Code of Conduct.....	22
Off Campus/Outside School Hours-Student Expectations.....	22
Discipline Policy for Scorners and Mockers.....	22
Dress Code.....	24
Automobiles and Student Transportation.....	29
Bathrooms.....	30
Locker Room.....	30
Lockers.....	30
Classrooms, Building, and Property.....	31
Prohibited Items.....	31
Smart Phones and Devices.....	31
Lunch Room.....	32
Inappropriate Language.....	32
Official School-Sponsored Functions.....	33
Student Publications and Public Speech.....	33
Internet and Personal Use of Electronic Resources.....	33
Section V.....	36
Absence and Tardy Policy.....	36
Absences.....	37
Excessive Absences.....	38
Tardy to School.....	38
Tardy to Class.....	39
Unexcused Absences and Tardies.....	39
Truancy/Unknown Whereabouts.....	39
Section VI.....	40
Safety, Security, and Discipline.....	40
Reporting Child Abuse.....	40
General Discipline.....	42



Classroom Discipline .....	43
Sexual Harassment .....	44
Forbidden Items on Campus or School Events .....	45
Consequences of Violations .....	47
Major Conduct Violations.....	48
Probation .....	49
Suspensions .....	50
Expulsion.....	50
Section VII.....	52
Extra-Curricular Activities .....	52

Revised July 24, 2024



# Section I

## Directory Information

Gilbert Christian High School  
High School Office  
3632 E Jasper Drive  
Gilbert, AZ 85296  
480-699-1215

### Administrative Team

Name	Position(s)	Email
Jim Desmarchais	Superintendent	
James Potts	Principal	james.potts@gcsaz.org
Robert McCollum	VP of Academics	robert.mccollum@gcsaz.org
Matthew Littlefield	VP of Student Affairs	matthew.littlefield@gcsaz.org
Holly Garza	VP of Student & Staff Experience	holly.garza@gcsaz.org
Mark Duitsman	District Athletics Director	mark.duitsman@gcsaz.org

### Campus Hours

The High School classes begin at 7:45 a.m. and end at 2:30 p.m., Z-hour follows from 2:30 – 3:15 p.m. Students should arrive by 7:30 a.m. in order to get a good start on the day.

The campus and office closes at 3:30 p.m., and unless students are working with a teacher, at practice, or getting ready for a game, students must be off campus by 3:30 p.m. If students are still on campus when the office closes, they will be asked to leave the building and to wait for their ride outside. If there is an emergency or extraordinary circumstance, please call the office so that arrangements can be made. Anytime a student is on campus, they must adhere to all the GCS policies, procedures, and expectations.

### Closed Campus

GCHS is a closed campus. Students may not leave campus unless an email 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. Permission is granted only for students to leave for appointments, when sick, and other approved absences. Students are not allowed to leave campus to go get lunch, even if they are called out by parents. The student must sign out at the school office prior to departing through the office



entrance doors and must sign in when returning to campus; leaving or entering by any other door is not permitted and is considered truancy.

Students are not allowed to go to their cars during the school day, all materials/items needed for school/activities must be brought into school in the morning. Administration will allow for exceptional circumstances but a regular use of this will not be allowed. Students are not permitted to visit with or be released to anyone, including a non-custodial parent, without the approval of the custodial parent. If this change will be permanent, I.E. adding a new pick up contact, please email the registrar to make this change.

## Medication and Immunizations

- Students must have a pass from a teacher to get medication from the office unless prior arrangements have been made with the teacher and the office.
- If a student is sick, we ask them to please stay home. Students must be fever, vomit, and diarrhea free for 24 hours before returning to school.
- If a student becomes sick at school, they must check out through the office and not call their parents first. The front office will call their parents to get permission for the student to go home.
- The office can provide minor first aid treatment only. If a serious injury occurs, parents and/or 911 will be called.
- No student may be given any medication, prescription or non-prescription, at any time for any reason by a teacher or staff member, other than through the office with authorization from a parent or guardian.
- A doctor's order for medication at school must be completed each school year for prescription or non-prescription medication that is to be taken at school. The medication must be kept in the office with the student's name, the name and strength of the medication, and dosage. All medication will be administered and recorded by the office.
- No student is to ever give another student medication of any kind. This would be considered a GCHS Major Conduct Violation, regardless of medication type or potency.
- All students must have up-to-date immunization forms on file. It is the responsibility of the parent to provide the school with dates of all immunizations.

## Visitors to Campus

- Any visitor to the campus must check-in at the office. Visitors will be given passes that are to be visible at all times while on campus. In general visitors are only allowed during lunch time or during a teachers prep-period.
- Students are not allowed to bring friends or non-custodial relatives to school. We arrange official tours for families and prospective students who are interested in attending.
  - Any visitors on campus must be in GCS appropriate attire.
- People wishing to meet with faculty must do so during the teacher's prep time and must sign in at the office.



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

## Dance Guests

Non-GCHS Guests are allowed to attend GCHS dances but only within the following criteria: they must either be a current high school student (in good standing at their HS) or a graduate of GCHS (in good standing) within the last 2 school years. In order to bring a guest, the GCHS student must do the following: obtain a guest pass from the office or online, have their parents fill out and sign the guest pass, get the guest pass to their guest and have the guest's parents fill out and sign, then have their high school administrator sign and attach a business card. Guests must also follow the dress code (found for each dance under the dress code section in the handbook). These are due by Wednesday the week of the dance so that if an interview is necessary it can be carried by the Thursday before the dance. Any dishonesty on the guest pass will lead to immediate denial of the guest and consequences for the GCHS student according to the handbook, the guest involved will not be allowed to attend any GCHS events that require approval.

## Z-Hour

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

## Chapels & Small Groups

Chapels & small groups happen bi-weekly on Wednesdays. These times are set aside for students and staff to grow deeper in their walk with the Lord. Students who are disruptive during chapel or small group will be removed assigned an after school detention for the first offense, Saturday School for the second offense, and Suspension for the third offense.

## Bible Program

The overall philosophy of our Bible program at GCHS is to "present every believer mature in Christ" (Col. 1:28) through the knowledge, wisdom, and practice of the Scriptures. Freshman Bible works through a survey of the Old Testament. Sophomore Bible walks through a survey of the New Testament. Junior Bible travels through biblical interpretation & systematic theology, while Senior Bible addresses the apologetic defense of the Christian faith from both a Classical and Presuppositionalism framework. All students are required to have an ESV (English Standard Version) Bible for their Bible classes.





## Section II

### Background and Doctrinal Stands

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 but are all part of the GCS community of families. Parents and students of GCS attend a variety of different Christian churches and have diverse ethnic and economic backgrounds.

### 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*

### Core Values

**Know** that God has you here to make an impact.

**Nurture** healthy, God-honoring relationships.

**Inspire** a passion for learning.

**Grow** your skills to be a more effective teacher.

**Help** every student reach their academic potential.

**Train** students to use their God-given gifts and talents.

**Show** the love of God to every student, every day.

### Accreditations and Memberships

GCS is accredited by and is a member of Cognia (formerly AdvancED), Association of Christian Schools International (ACSI), a member of council with the Council on Educational Standards & Accountability (CESA), and a member of the Arizona Interscholastic Association (AIA). In 2012, we welcomed our first National Honor Society Students.



## **Statement of Faith and Position on Critical Issues**

**Gilbert Christian High Schools' full statement of faith and stances on other critical issues such as Marriage, Gender, and Equality can all be found at the link Above**

### **Students**

We believe that in order to preserve the function and integrity of GCHS, all students must agree to abide by this Statement on Marriage, Gender, and Sexuality. Students who violate the policy will be subject to discipline, up to and including expulsion from GCHS.

Harassment or bullying of anyone (whether other students or anyone in or outside the GCHS community) is contrary to the love of Christ, and students who engage in such conduct, whether related to perceived sexuality or otherwise, will be subject to discipline, up to and including expulsion from GCHS.

### **Families**

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

### **Facilities and Functions**

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



# Section III

## Academic Program

Daily Bell Schedules are available on the school calendar.

<https://gcsaz.org/highschool-campus/hs-calendar/>

High School Regular Bell Schedule (49 min Periods)		
1st Period	07:45 AM	08:38 AM
2nd Period	08:43 AM	09:32 AM
3rd Period	09:37 AM	10:26 AM
4th Period	10:31 AM	11:20 AM
Lunch	11:20 AM	11:48 AM
5th Period	11:53 AM	12:42 PM
6th Period	12:47 PM	01:36 PM
7th Period	01:41 PM	02:30 PM
Z-Hour	02:30 PM	03:15 PM
Split Small Group/Chapel Schedule (32 min Periods)		
1st Period	07:45 AM	08:21 AM
2nd Period	08:26 AM	08:58 AM
3rd Period	09:03 AM	09:35 AM
Chpl/Sml A	09:40 AM	10:32 AM
Chpl/Sml B	10:42 AM	11:34AM
Lunch	11:34 AM	12:02 PM
4th Period	12:07 PM	12:39 PM
5th Period	12:44 PM	01:16 PM
6th Period	01:21 PM	01:53 PM
7th Period	01:58 PM	02:30 PM
Z-Hour	02:30 PM	03:15 AM
All School Assembly Schedule (41 min Periods)		
1st Period	07:45 AM	08:30 AM
2nd Period	08:35 AM	09:16 AM
Assembly	09:21 AM	10:11 AM
3rd Period	10:16 AM	10:57 AM
4th Period	11:02 AM	11:43 AM
Lunch	11:43 AM	12:12 PM
5th Period	12:17 PM	12:58 PM
6th Period	01:03 PM	01:44 PM
7th Period	01:49 PM	02:30 PM
Z-Hour	02:30 PM	03:15 PM



Half-Day Assembly Schedule (27 min Periods)		
Period 1	7:45	8:15
Period 2	8:20	8:47
Period 3	8:52	9:19
Period 4	9:24	9:51
Period 5	9:56	10:23
Period 6	10:28	10:55
Period 7	11:00	11:27



# Graduation Requirements

## High School Diploma Requirements

### **BIBLE**

One credit of Bible is required for each year of attendance at GCHS. Students attending all four years must complete Old Testament, New Testament, Systematic Theology, and Apologetics. Bible electives cannot replace any of the four core Bible courses.

### **ENGLISH**

Four credits of English are required. English electives cannot replace a core English course.

### **FINE ARTS**

One fine arts credit is required during the four years of high school.

### **MATHEMATICS**

Four credits of math are required. Transcripts, placement tests, and teacher recommendations will be used to place students at appropriate levels. Algebra 1, Algebra 2, and Geometry are required for all students, as well as one additional math course beyond the Algebra 2 level.

### **PHYSICAL EDUCATION**

One physical education credit is required. There are two ways to meet this requirement:

1. The student may enroll in one year (2 semesters) of Gilbert Christian High School PE, for which credit is given;
- or-
2. The physical education requirement may be met by a student's participation in a Gilbert Christian High School sports team for two seasons or outside athletic organization (pending administration approval). For the outside athletic organizations, a log of a minimum of 150 hours of participation is required. If a student chooses this option, no high school credit is given.

### **SCIENCE**

Three credits of lab science are required. Two of these must be Biology and Chemistry.

### **SOCIAL STUDIES**

Three credits of social studies are required: World History/Geography, US History, and Economics/American Government.

### **WORLD LANGUAGES**

Two high school credits of the same world language are required. (Can be waived by application for international students from non-English speaking countries.)

### **ELECTIVES**

Six electives are required (seven if a PE course is not taken). Juniors and seniors can elect to substitute Study Hall for an elective.

### **Total Credits Required for Graduating Seniors**

Students attending GCHS all four years must have 28 credits to graduate, except with administrative approval. At no time can a student earn a GCHS diploma with less than 22 credits.



## Grading System

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

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

All grades are calculated as cumulative semester grades with Quarter Grade Reports serving as a progress report only. Grades are calculated using the FACTS system, based on the categories and requirements in the teacher’s syllabus. Final exams (and midterms) will be counted as a separate category for a maximum of 20% of the semester grade. The high school grading scale is listed below and applies to all classes except Dual Enrollment classes that are required to follow a University’s grading scale. If a student’s final semester grade is within 0.5% of a grade cutoff, that grade will be rounded up to the next higher grade (e.g., 79.5% is rounded to a ‘B’) and recorded on the semester report card/transcript.

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

## Principal’s List

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

## Dean’s List

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

## Valedictorian and Salutatorian

The determination of valedictorian and salutatorian for a graduating class is determined based on the following criteria:

- Only students who have completed all 8 semesters at GCHS will be considered for valedictorian and salutatorian. Students participating in the EVIT program are not eligible for consideration for valedictorian and salutatorian.

- Only courses completed while enrolled at GCHS are used to determine the valedictorian and salutatorian. Specifically, high school classes taken while a student is enrolled in junior high school will not be used.
- Based on students' overall weighted grade point average upon the completion of the second semester for seniors, a list of 10-15 finalists will be generated (generally GPA over 4.3).
- The finalists will then be ranked based on a weighted grade point average calculated using grades earned in the following non-elective graduation requirement classes:
  - Bible (4 credits)
  - English (4 credits)
  - Mathematics (4 or more credits)
  - Science (3 or more credits)
  - Social Studies (3 credits)
  - World Language (1 or more credits)
- The student with the highest GPA based on the calculation described above (rounded to the nearest thousandth using standard rounding rules) will be designated as the valedictorian and salutatorian for the student with the next highest GPA. In the event of a tie for either of the honors, more than one student will be identified for that designation.
- The Salutatorian and Valedictorian will be honored at Baccalaureate with a Medallion to wear at graduation and during the graduation ceremony.

## Senior Spring Final Exams Exemption Policy

Seniors may be exempt from taking their Spring Semester exams if the following standards are all met:

1. An "A" in the class according to the teachers grading policy (does not include rounding or dropped grades even if the teacher's final grades may do so)
2. Less than 6 unexcused tardies for all classes (1st-7th period) for Quarter 4 or more than 15 for the second semester
3. Less than 5 unexcused absences (AU) and/or 10 excused and unexcused absences (AU, AEP) total for Semester 2 (students with major illnesses may be exempt from this requirement based on admin approval). College visits, if approved according to the requirements, do not count towards the 10 absences.
4. If a student has had an exceptional amount (15+) of absences due to illness or medical issues, college visits, athletics they will be required to take their finals in order to demonstrate mastery of the content despite the absences
5. If the senior is enrolled in a dual enrollment course, dual enrolled through the college/university, and the final exam is mandated by the college/university, then the student cannot be exempted from the final exam



## Homework Policy

Homework is a valuable aid in helping students make the most of their school experience. GCHS defines homework as an independent activity to be accomplished outside of the school day without teacher assistance to reinforce concepts learned in class. Effective use of homework requires cooperation between the student, parents, teachers, and Administration. On average, high school students can expect 75 minutes of homework per week (average of 15 minutes per day) for each subject.

Homework assignments will be left up to the discretion and judgment of each teacher. Some courses require more homework than others. However, all students are expected to have assignments completed on the date due. For pre-arranged absences such as athletics trips, concerts, medical/dental appointments, etc., it is the student's responsibility to obtain all assignments prior to the absence, and all work must be turned in by the normal assignment day unless otherwise indicated by the instructor. When a student does not attend class due to an excused absence, he/she has one day to make up the missed work for each day absent, but final due dates must be determined with the teacher.

Unfinished class work or work missed due to absences, although accomplished outside of the school day, is not included in the school's definition of homework. There will be no assignments to be completed during Fall, Thanksgiving, Christmas, Spring, and Easter break. (Online courses through a university or outside provider are the exception.)

When a student is absent, they should follow the procedure set in the teacher's syllabus. A parent may come to the school during school hours and access their student's locker in order to obtain any necessary textbooks, notebooks, or other materials their student might need in order to complete assignments at home. Parents must sign in at the front office before proceeding to their child's locker.

## FACTS, Google Classroom, and Email

GCHS provides parents and students the ability to electronically monitor students' grades, coursework, and progress. Through the GCS Parent Portal and FACTS, parents and students can check grades from home (see missing work) and send messages directly to their instructors.

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





Students and parents will receive their logins for FACTS and students to Google Classroom and their student email once they are enrolled and can contact the school at any time with questions about access, resources, etc.

## **Failed Course Policy**

If a student receives an “F” grade in a semester course required for graduation, the course must be retaken through an accredited institution either during the summer or online outside of school hours, unless special arrangements are made with the guidance counselor and approved by school administration. The course taken elsewhere is noted on the transcript, and the original “F” is replaced by the repeated course grade in the GPA but is still noted on the transcript. Failed courses must be taken care of in summer school or online before fall enrollment will be approved. Students receiving more than one failing grade for the year will not be allowed to re-enroll or continue enrollment the following semester. All decisions are up to the discretion of the administration.

## **Advanced Courses and Prerequisite Policy**

If a student is in an advanced course (honors or dual enrollment) and receives lower than a B at the semester, they will not be allowed to continue in the advanced course, but will instead be moved to regular or on-level courses, if available. In addition to advanced coursework, if a student receives a D in one or both semesters for any course that is a prerequisite for the next year's course, they will need to meet with the counselor to determine if advancement is possible or if they will need to retake the course over the summer or the next school year.

## **Drop/Add Policy for Class Change**

Students who select a course and find that the course is not meeting their needs may request a schedule change during the first five days of the semester. Course changes or section changes will not be made in order to align a student's schedule with a peer.

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

## **Academic Integrity**

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



Plagiarism is defined as the failure to identify any part of an assignment that uses words or material of other people or sources without giving credit to the proper source, including artificial intelligence (AI), either intentionally or by failure to provide proper citation. Plagiarism is expressly forbidden at GCHS and will result in disciplinary action.

In light of the growing impact of artificial intelligence (AI) on educational practices and elsewhere, students must understand and adhere to ethical guidelines when engaging with AI technology. When using AI tools or incorporating AI-generated content, students are expected to clearly acknowledge the involvement of AI, maintain ownership of their work, and appropriately attribute any AI-generated contributions. Use of AI without proper attribution or using AI to generate work and then paraphrasing in an effort to disguise the AI-generated work as one's own fits the definition of plagiarism and represents a failure to show academic integrity. Moreover, students must exercise critical thinking skills to assess the validity and reliability of AI-generated information, always cross-referencing it with credible sources. By embracing AI responsibly and with academic integrity, we empower our students to become ethical users of emerging technologies and ethical contributors to the global knowledge community.

To assist both teachers and students in ensuring the highest level of integrity in student work, GCHS uses [Turnitin](#). GCHS requires students to submit an electronic copy of their work to this website that will screen the work for any possible plagiarism or copying of another person's work. [Turnitin](#) also provides an AI-detection tool that will also be applied to student submissions and no paper with a reported AI percentage of greater than 10% will be accepted. In addition, other AI-detection tools may be applied. Students are first taught how to use [Turnitin](#) to check their own work for possible plagiarism issues prior to submitting final drafts. In this way, students will have the opportunity to know how the integrity of their work will be measured and have a chance to revise accordingly before submitting their final drafts

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

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

Students are expected to abide by copyright laws and properly cite the intellectual property created by others.

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

## **Custodial 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.
- \*520It 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 appropriate authorities without prior notification to the parent:

## 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.

## Community Service

Seniors will be participating in community service multiple times per year. Seniors will continue to work with Mesa Step It Up Program and Mesa Arts Academy doing tutoring, mentoring, and playground supervision.

## Graduation Honor for Excellence in Volunteering

GCS encourages students to serve their community through volunteering. All seniors will complete a service requirement as part of their Bible class. All high school students, regardless of grade, are invited to earn volunteer hours. Service hours are included on our GCS transcripts for colleges and hiring managers to see. In addition, all high school students are invited to participate in the Graduation Honor for Excellence in Volunteering program.

This honor is for high school students who contribute significantly to the improvement of their school or the greater community through volunteering. Students who earn this honor will receive a white cord of recognition at graduation and be recognized at their Senior Awards Assembly, Baccalaureate, and/or Graduation.

### Requirements

To earn the award, students must complete 150 hours of unpaid volunteer hours. This requirement is prorated for students who enroll after their 9th grade year.

Starting Grade	Required Hours
9 <sup>th</sup>	150 hours
10 <sup>th</sup>	135 hours
11 <sup>th</sup>	105 hours

**Examples of volunteer work include:**

- Assisting or coaching any sport or athletic activity
- Helping a teacher or office staff member
- Serving in children's ministry or the worship team at church
- Babysitting
- Tutoring
- Serving at a non-profit charity, such as Feed My Starving Children

This is a voluntary and student-led program. Students should be responsible for finding volunteer opportunities, serving, and submitting all of their volunteer hours for approval. All school communications regarding the Excellence in Volunteering program will be directed primarily to the student.

**How to log volunteer hours**

Students can log their hours at [volunteerhours.gccaz.org](http://volunteerhours.gccaz.org). Follow the instructions on the web form to submit your request. Students must be logged into Google with their GCS email to submit their hours.

**Restrictions**

All hours are subject to administrator approval and must meet the following criteria:

- Hours must be earned outside of school hours (with the exception of Lumina for seniors only).
- Time served must be unpaid and provide no academic benefit, i.e., grade.
- Supervisor approval cannot come from a family member, unless approved prior.
- Hours may be earned any time throughout all four years of high school, but they must be submitted yearly by May 1 to be counted.
- Students transferring from another high school cannot transfer volunteer hours earned prior to enrollment at GCHS.
- STUCO service hours may only be submitted if the hours were above and beyond the requirement for STUCO and pre-approved by the STUCO advisor.

For questions regarding the Excellence in Volunteering Program, please contact the Registrar, Jeannie Wilson at [jeannie.wilson@gcsaz.org](mailto:jeannie.wilson@gcsaz.org).

## EVIT- Power Campus Partnership Program

Students who desire to attend and graduate from GCHS would have the ability to utilize East Valley Institute of Technology (EVIT- Power Campus Programs only) provided they can meet the requirements below. EVIT- Power Campus is a publicly funded educational system of career training options for students in the east valley. This program will be available for students in their junior and/or senior year only. Students participating in the EVIT- Power Campus program are not eligible for consideration for valedictorian and salutatorian.



## **EVIT Students will be required to:**

- Attend GCHS for the first four periods of the day taking all required core subjects for graduation at GCHS
  - 11th Grade core courses: Bible 11, Math, Science, English
  - 12th Grade core courses: Bible 12, Math, English, Govt/Econ
- Take US History outside of the normal school day before end of Junior Year through BJU Press
- All courses must fit their schedule based on availability at GCHS
- Stay on track to graduate by passing all courses at both GCHS and EVIT- Power Campus
- Pay full tuition at GCHS (ESA recipients will need to determine EVIT-Power Campus cost of attendance)
- Student may not regularly leave GCHS classes early, if the EVIT- Power Campus program requirements a periodic early dismissal documentation is required

## **EVIT Students would be allowed to:**

- Receive a diploma from GCHS and participate in the Graduation ceremony and Baccalaureate event at GCHS;
- Participate in athletics, activities, and clubs but due to potential conflicts with schedules the Vice Principal of Student Affairs will have the final decision

GCHS cannot guarantee that students will be able to enroll in honors and dual enrollment courses. Students are required to follow EVIT- Power Campus's schedule for breaks (fall, winter, spring, and summer). Students will work closely with their GCHS counselor in order to make sure they are completing all required classes to graduate from GCHS.

## Section IV

### Student Expectations

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

### Matthew 18 Principle

Matthew 18 provides a definite pattern to follow when resolving interpersonal problems. If a problem arises between a parent and teacher, student 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. Regardless of concerns or challenges that may occur, it is incumbent on the teachers, parents, and students to respect the God-given roles they each play. Parents must treat a teacher with respect for both their role and their professional status. Participation and membership in a Christian community requires this mutual trust and respect, any parties who are unable to do this may no longer be allowed to be part of GCS. 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*

It is incumbent on parents to address any questions or concerns directly with the parties involved. Only in student safety situations will this process not be followed as outlined below. The school administration will not meet with parents about a teacher unless the following steps have been taken:

1. Student talks with teacher about concern or issue
2. Parent and student meet with teacher and concern or issue remains unresolved
3. Parent emails Administrator along with the teacher asking for a meeting with all individuals involved and department chair or administrator
4. If still unresolved, then the administrator will meet with all parties individually and then together to resolve the situation.
5. If this still leads to an unresolved concern, then the administration will notify the Superintendent who will decide how to proceed next



# Student Code of Conduct

## Off Campus/Outside School Hours-Student Expectations

Regardless of a student's spiritual maturity, students are expected at all times to demonstrate behaviors consistent with a Christian testimony, whether on or off campus. If a student finds themselves in an environment that can compromise their testimony, they are to leave that environment immediately and document doing so. This would include, but is not limited to, public gatherings, social and sporting events, and all forms of social media.

Although GCHS does not intentionally supervise the outside school behavior of its students, deeming it the responsibility of the parents, school administration may evoke discipline when made aware of any outside school behavior that is not consistent with the Student Code of Conduct as represented in the GCHS Student Handbook.

Social Media has become a large part of our students' lives, both in a positive and negative manner. GCHS has seen a rise in the number of issues that come from students' participation in social media, especially posting inappropriate or negative items on social media. If the school becomes aware of anything a student has posted that either bullies a GCHS student, casts a negative light on the school or our testimony, the school may investigate and consequences may be assigned. It is also a Major Conduct Violation to follow, post or like pages that specifically use GCS logos/names/likeness but are not sponsored by GCS.

## Discipline Policy for Scorners and Mockers

The concept of someone being a "scorner" or "mockers" may be difficult to understand because the terms are not often used today. The book of Proverbs has many references to scorning and mocking and the detrimental effects they have. The ESV of Proverbs 29:8a says, "Scoffers (Mockers) set a city aflame...." We have discovered that classrooms and the entire school are agitated by the activities of a few scorners and mockers in our midst. Mockers make fun of diligent hard-working students that seek to participate in class. They will sometimes ask disdainful questions just to hinder the teacher's instruction. Scorning and mocking are proud and arrogant attitudes and behaviors that hinder our purposes in academic excellence and Christ-like character.

The following is a list of some of the typical ways in which disrespect may be communicated.

- verbal communication patterns
- non-verbal communication patterns
- arrogant tone of voice
- an angry glare
- gossip
- avoidance of eye contact when being spoken to
- contempt or sneering speech



- rolling of the eyes
- slander or insulting speech
- an angry sigh or heavy breath of disgust/contempt
- disobedience/uncooperativeness
- a smirk or patronizing smile
- hateful tone of voice
- slouching in defiance
- disrespectfully asking “Why?”
- patronizing speech
- the “silent treatment” when asked a question
- sarcastic or rude speech
- derogatory, derisive, or disparaging speech
- deceitful or misleading speech/lying
- disruptive, annoying noises
- whispering comments “under the breath”

The difficulty we face is that the very scorning and mocking we are seeking to correct is resistant to discipline. Since a few scorners and mockers can disrupt the entire school we are going to seek to identify and deal with them in a very purposeful manner. If our attempts at loving correction do not produce the desired changes in behavior and/or attitude these students will be asked to leave GCHS.

*“Warn a divisive person once, and then warn him a second time. After that, have nothing to do with him.” You may be sure that such a man is warped and sinful; he is self-condemned”. Titus 3:10-11*

The following is a brief summary of how GCS will handle scorners and mockers:

**Step 1** – The teacher will speak to the student privately to make him/her aware of the effect his/her behavior is having on the other students. He/she will be encouraged to improve the offending behavior.

**Step 2** – If the behavior is not radically changed in 2 or 3 days, the student will be talked with again privately and parents will be contacted by the teacher:

1. The student will be reminded of the previous conversation
2. A review of the behaviors and the effect on the class will be given
3. The student will be told that if the behavior doesn’t change, they will suffer the consequences of their poor choices.

**Step 3** – After the first two steps have been done student will be referred to the guidance counselor, who will survey other teachers to see if they are also having problems with this particular student.

**Step 4** – Parents will be called and concerns about the behavior and attitude will be communicated as well as the current expectations and interventions. The Vice Principal and/or Principal will be informed about the conversation.

**Step 5** – If no change occurs Vice Principal and/or Principal will be requested to meet with teachers first and then the student to develop a plan for correction.

**Step 6** – Vice Principal and/or Principal will call and inform the parents that the student is on official probation and will be placed on a behavior contract.

**Step 7** – If the problems are still not resolved the student will be recommended for dismissal, regardless of the time of year.

## Dress Code

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

## Consequences for Dress Code Violations

- 1st offense is a warning, an email home and documented in FACTS
- 2nd is lunch detention, an email home and documented in FACTS
- 3rd is lunch detention, an email home and documented in FACTS
- 4th is after school detention, an email home and documented in FACTS
- 5th is 2 after school detentions, an email home and documented in FACTS
- 6th is Saturday School or equivalent, a call home and documented in FACTS
- 7th is 1-Day ISS and the student will be placed on contract

## General Dress Code Guidelines

Students at GCHS are required to dress nicely every day. The dress code applies to all students while on campus or at a school event during the school day. All dress code items must be a solid color, with no stripes/patterns unless it is team-provided clothing and has been approved for daily wear by administration. This includes clothing sold on the spirit shop that falls outside these guidelines.

- All tops must have a professional attached GCS logo, be solid color, and no large company logos. If a school sport or club has an approved top from a sanctioned school event, they will be able to wear them in place of the GCS top on designated days or Spirit Fridays.
- No V-neck or Scoop-neck tops may be worn at any time.
- No coats on in the building during school hours unless they have the GCS logo.

## Tops

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

- Monday-Thursday only Logoed Polos, Hoodies, or Zip-up sweatshirts are allowed.
- Long-sleeved solid color t-shirts under short-sleeved polo shirts are allowed.
- Full-zip-up outerwear must have the GCS logo and must have a GCS polo under



it. ¼ zip or hoodies must have the GCS logo but a polo shirt underneath is not required, but undershirt is required

- All shirts must have sleeves, extend past the pants waistline when arms are lifted, and ensure that any undergarments cannot be seen.
- On Fridays, all students may wear GCS spirit t-shirts (anything that was not given by the coach or school club as a team shirt must have admin approval)
- **Senior Only** – On Fridays, large college logo apparel which includes t-shirts, polo shirts, hoodies, or jackets are permitted.

## Bottoms

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

- All bottoms must be solid colored, no patterned or striped (jeans with splotchy color is okay).
- White or light-colored jeans are allowed, as long as undergarments are not visible through them.
- Pants, jeans, and shorts may not contain any holes, rips, tears, or fraying. On Jeans with an unfinished edge is allowed but no strings over ½” hanging off the bottom of pants, students will be asked to trim frays or change.
- Jogger-style pants are permitted as long as they are not “sweats” material or skin tight.
- Shorts must have a 7” inseam and be clearly non-athletic material, any questions will result in the student changing. In-seams will not be measured, if there is a question the student will change and the shorts will be verified by the student. Splits/V’s and lack of back pockets on the sides of shorts indicative of athletic cut shorts and will not be allowed.
- Boys spandex style underwear must not be visible under shorts, while standing or sitting.

### The Following Are Not Allowed

- Athletic wear, workout pants, yoga pants, sweatpants, leggings, overalls, or any “stretchy” type material, skin-tight pants, etc. Shorts/pants that do not have front and back pockets, with splits on the sides for ease of movement are considered athletic.
- Leather or faux leather pants.
- Fishnet-type stockings.

## Accessories/Headgear

- Hats, hoods, and other head coverings are not allowed to be worn inside the building.
- No black lipstick
- Boys may not wear make-up of any kind, including nail polish.
- No visible body, tongue, or nose piercings., if a student has a piercing that is visible they must remove it or wear a clear non-obtrusive plug while at school.
- Boys cannot wear earrings or use Band-Aids, clear plastic studs, tape, or any



other coverings on earlobes.

- No dog chains, large belt buckles, wallet chains, or gothic accessories.
- Tattoos are not to be visible and must be covered at all times while on campus or off-campus for school and school events.
- All jewelry must be in cohesion with a Christian school and the biblical standards we hold.

## **Hairstyle/Facial Hair**

- Hair is to be neat, clean, and out of the eyes; if a teacher or administrator has to ask two times to keep hair out of the eyes, they will be required to get a haircut before they can return to school.
- Only a natural hair color will be allowed, variations of natural hair color are also not permitted- “red” hair must be the natural color and not a vibrant red color.
- If a boy’s hair length exceeds the top of the collar, it must be kept tied back.
- Extreme hairstyles are not acceptable.
- Facial Hair is allowed for boys, as long as it is kept neatly trimmed.
- The administration reserves the right to require changes.

## **Shoes**

- Shoes/footwear are to be worn at all times.
- Some classes may require closed-toe shoes for safety.
- Shoes that are not permitted include anything with a wedge/heel/platform shoe that is over 2 inches, or slippers (this is up to the judgment of the school)

## **Spirit Week Dress Code**

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



## Formal Extracurricular Activities

- **Graduation** – girls must wear a semi-formal dress of dress code fingertip length and appropriate top (sleeveless/strapless that provide appropriate coverage). Boys must wear dress shirt and tie is optional
- **Baccalaureate** – girls must wear a semi-formal modest dress. Boys must wear dress shirt and tie is required

## Dance Dress Code

**Homecoming** – is a semi-formal event and students are expected to meet this standard with the pomp and modesty expected at a GCHS event. **FAILURE TO FOLLOW DRESS CODE GUIDELINES WILL LEAD TO DENIAL OF ENTRANCE AT DANCE.**

### Homecoming Dress Code

#### Boys:

- Button-up long sleeve shirt
- Dress pants
- Tie or bow tie around the neck
- Belt and/or suspenders
- Dress shoes, casual shoes, as long as they are in good condition
- Tuxedo or suit jacket is optional
- Cleanly groomed facial hair or shaved.

#### Girls:

- Dress length should be no more than 4 inches above the knee when measured from the top of the knee cap
- No open sides, sheer panels, cut-outs, or openings extending around the front of the dress.
- Slits in longer dresses can be no higher than 4 inches above the knee.
- No cleavage or excessively deep v-necks.
- No two-piece dresses
- Low or open back dresses are ok as long as the low back is modest, as long as the fabric extends past the armpit on the sides and is of modest fit.
- If the dress is strapless, it must meet the modesty standards listed above.

**Sadies** – is an informal fun event with a different theme each year that does not involve dressing up but rather casual wear such as T-shirts and jeans are appropriate. Students must wear close-toed shoes and follow school modesty standards for all other garments.

**Prom** – is a formal event and students are expected to meet this standard with the pomp and modesty expected at a GCHS event. **FAILURE TO FOLLOW DRESS CODE GUIDELINES WILL LEAD TO DENIAL OF ENTRANCE AT DANCE.**



## **Prom Dress Code**

### **Boys:**

- Button-up long sleeve shirt
- Dress pants
- Tie or bow tie around the neck
- Belt and/or suspenders
- Dress shoes required
- Must have a tuxedo or suit jacket

### **Girls:**

- Since this is a formal event, long dresses are required
- If the style is a high-low dress, the front part of the high-low dress must not be higher than 4 inches above the knee
- No open sides, sheer panels, cut-outs, or openings extending around the front of the dress.
- Slits in longer dresses can be no higher than 4 inches above the knee.
- No cleavage or excessively deep v-necks.
- No two-piece dresses
- Low or open-back dresses are ok as long as the low back is modest, as long as the fabric extends past the armpit and is of modest fit.
- If the dress is strapless, it must meet the modesty standards listed above.

## **On and Off-Campus School Events**

When classes, teams, musical groups, etc., travel as representatives of GCHS, the administration/advisors/coaches are responsible for setting a standard of dress appropriate for the occasion and must meet the modesty standard of the dress code above based on event.

## **Athletics Practices**

Appropriate dress for after-school athletics practices is expected. The coaches and athletics director will monitor this. Since some sports practice and game uniforms are outside of normal guidelines, they may not be worn at school even after school hours unless the student is at or heading directly to practice/game. Boys must wear shirts at all times during and after school, even while practicing with their team.

## **Athletics Game Days**

Students are allowed to wear their team jersey tops and/or team warm-ups (both tops and bottoms) on game days only, if a team has multiple games during the week the coach must notify the AD for administrative approval. All athletes must be in the same attire, cannot be general non-dress codes attire for game day dress.

## Automobiles and Student Transportation

- Student cars are to be parked in assigned student parking area only.
- Spaces designated for student parking are in the parking lot on the east side of campus.
- Students must sign up and register their car and place the GCHS Student Parking sticker in the appropriate location on their car.
- Students may not eat lunch in cars and are not to remain in parked cars at any time during the school day.
- Driving on campus is a privilege that can be revoked at any time by Administration.
- Reckless driving on campus or on the access streets could result in the loss of driving privileges on campus.
- When on campus or in the vicinity of the school, radios/stereos must not be audible beyond the confines of your automobile.
- Students may not have paint, stickers, or décor on their vehicles that do not reflect the Christian values of GCS.
- Dropping-off, Picking-up, or parking on Jasper in front of and to the east of the schools is not permitted. This is a private road and the neighborhood has asked for this to cease and will be towing/ticketing vehicles that do not follow this.
- Parking on campus is limited to the number of spots and once they are full driving to/from school is not possible.

## Parking and Driving on Campus

- Vehicles can be registered at this link: <https://rb.gy/2cqli8>
- Safe Driving Standards will be enforced and violations may include the following:
  - Excessive Speed
  - Squealing of tires
  - Reckless driving
  - Entering or exiting against traffic patterns
  - Driving or parking outside of normal parking spots
- Failure to meet the registration requirement or follow expected safe driving standards will result in the following consequences.
  - Level 1 – verbal conversation with administration and/or security.
  - Level 2 – warning sticker applied to driver's window
  - Level 3 – violation sticker applied to driver's window and the vehicle may be towed at owner's expense.
  - Level 4 – removal of parking and on-campus driving privileges.

## Automobile Searches

- While students may drive to school, the parking lot is deemed school property.



- Automobiles may be searched upon reasonable cause as determined by Administration and/or Security.

## Senior Parking Spots

As part of the senior experience, a select number of parking spots are available for families to purchase a designated parking spot that seniors are able to paint/decorate with school-approved images and paints. This spot will be reserved for the senior only and is for the whole year. The cost to reserve a spot and paint it will be \$100 per semester and will be given out on a first-come, first-served basis. Students can also choose to not paint the spot and reserve it only with a spot number but will still incur the same parking fee. Students are responsible for painting their spots, providing their own paint and supplies, and maintaining throughout the year. There are limited spots up for grabs each year, and failure to sign up for this during the Senior Only window, will mean they will only have regular parking.

## 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 use cell phones, including taking pictures or video in the bathrooms (see Major Conduct Violations for consequences).

## 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 allowed to obtain a locker from the PE office for the purpose of securing their clothes during their PE class and sports.
- Students are not to be in locker rooms without staff member permission and knowledge.
- Students are not allowed to use cell phones, including taking pictures and video in the locker rooms (see Major Conduct Violations for consequences). During PE classes, phones must be turned in before going to the locker room.

## Lockers

- Students will have access to a school locker.
- This locker is a place to keep coats, books, and personal items.
- Lockers need to be kept clean.
- Students may not use any other locker without permission of the office.
- Students are not to trade lockers.
- Students must use the lock provided by the school.





- Lockers are to be kept closed even during the school day.
  - Lockers will be locked by staff if they are seen to be unlocked, repeat offenders may lose their locker privileges
- GCHS is not responsible for items taken out of lockers.

## **Locker Searches**

- While each student who is assigned a locker and is entitled to privacy with respect to that locker, the locker remains in 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.
- Lockers may be searched upon reasonable cause as determined by Administration and/or Security.

## **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 and responsible for the cost of both materials and labor.

## **Prohibited Items**

- Video games and game players
- Skateboards
- Laser devices
- Paintballs, paintball guns, and airsoft equipment
- Playing cards
- Any weapons of any kind
- Even toy or simulated weapons are not allowed and may fall under major conduct violations

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.

## **Smart Phones and Devices**

- Upon entering the school, students will place their cell phones and smart devices in a Yondr Pouch, where it will stay throughout the school day.
- Student use of the cell phone or smart device during the school day is prohibited and will follow the consequences below.

- Using a fake device to bypass this or opening the pouch by any other means than the end of the day provided unlock devices will be deception/lying or destruction of property.
- Students are not allowed to take video or audio recordings in a classroom during the school day. This includes still pictures of peers that will be posted to social media. Any student caught recording or photographing others will have consequences as outlined under Major Conduct Violations. Administration and/or teachers are not allowed to listen to any student audio recordings and/or watch student video recordings. *Arizona Revised Statute ARS 13-3019.*
- **Consequences- does not reset at semester**
  - **1st Violation-** cell phone taken and warning issued
  - **2nd Violation-** cell phone taken and lunch detention assigned
  - **3rd Violation-** cell phone taken and lunch detention assigned
  - **4th Violation-** cell phone taken and After-School detention assigned
  - **5th Violation-** cell phone taken and 2 After-School detentions assigned
  - **6th Violation-** cell phone taken and Major Conduct Violation for Insubordination, and loss of on-campus cell phone privileges

## Lunch Room

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

- The lunch room will accept cash for purchase of a small selection of lunch items.
- Students are allowed to heat food up in the cafeteria only.
- All students are to eat in the lunch room or designated area during lunch time, but only under the direct supervision of a teacher/staff.
- Lunch time meetings for students in other areas of the campus are allowed with permission from the principal and under the supervision of GCHS staff.
- Students are responsible for clearing their tables and depositing trash and leftovers in the garbage cans.

## Inappropriate Language

The language that we use on campus and elsewhere, written or spoken, should be consistent with what God expects of us. As the Bible instructs, *“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.” Ephesians 4:29*

Profanity, gossip, filthy, and hurtful words proceed from an unkind heart and grieve the Holy Spirit of God. Students using inappropriate language will be referred to the administration. In addition, any items deemed to be obscene or inappropriate in any way will be confiscated immediately by Administration. Parents will be notified, and the offending student will be given consequences as outlined in this handbook.

## Official School-Sponsored Functions

- Administration must approve, in advance, the details regarding any school-sponsored function.
- School is responsible for students participating in all officially sponsored activities such as field trips, athletic events, choir appearances, class trips, etc.
- School rules (including dress code) apply at all school-sponsored functions or events when the student and/or staff are representing the school.
- Student participants must be transported in school vehicles and by school drivers. School rules apply when traveling on school transportation.
- A school bus, van, etc., is considered an extension of the classroom, and conduct in these vehicles is expected to be the same as in the classroom.
- Teachers, staff, or administration cannot transport students in their own personal vehicles without prior administrative approval.
- No meeting or messaging (social media or group text) of any group, committee, or organization is to be held without the knowledge and approval of the advisor/teacher/coach.

## Student Publications and Public Speech

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

## Internet and Personal Use of Electronic Resources

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

### Student Acceptable Use

The school provides internet access for student use with these provisions:

- Internet use is for educational purposes only. This includes classroom activities, career development, and limited high-quality self-discovery activities.
- The system has not been established as a public access service or a public forum. The school has a right to place restrictions on the material accessed or posted through the system. Students are expected to follow the rules and regulations in this handbook.
- The internet is not to be used for commercial purposes. Products and services may NOT be offered or purchased through this system.
- The internet is not to be used for political lobbying.



## Student Unacceptable Use

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

## Technology

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

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

## Student Rights

### Free Speech

Your right to free speech applies also to your communication on the internet. The school's system is considered a limited forum, similar to a school newspaper, and therefore, GCHS may restrict your speech for valid educational purposes. We will not restrict your speech on the basis of a disagreement with the opinions you are expressing, but based on its impact on the educational environment.



### **Search & Seizure**

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

### **Due Process**

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

### **Limitation of Liability**

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

### **Student's Personal Responsibility**

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



## Section V

# Absence and Tardy Policy

## Attendance

Students are expected to attend school in accordance with Arizona state law and GCS policies. 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 punctual attendance. The school's responsibility is to join with parents in teaching students the value and importance of regular attendance.

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

## Attendance Codes

**AE-** Excused absence for health-related issue or family emergency- must be accompanied by a note for all doctors' appointments (Missed work excused for as many days as absent)

**AU-** student missed without excuse and/or no communication from family (Missed work is not automatically excused and student may be responsible for items when they return)

**AEP-** Absence excused by a parent for personal reasons besides those for AE (Missed work is not automatically excused and student may be responsible for items when they return)

**AA-** Absence for a school-related activity (sports/choir/drama /NHS/STUCO, etc.) (Missed work policy will vary depending on the timeline and rigor of event)

**AM-** Absent from class while in the administration offices

**AT-** Absent due to being over 20 min late to class, counts as Absence and Tardy- getting 6 or more leads to detention, Saturday school, or Suspension

**CV-** Absent while visiting a college (Missed work is not automatically excused and student may be responsible for items when they return)

**TE-** Tardy and excused by the school based on parent excuse, may still lead to classroom consequences if non-illness excused

**TU-** Tardy and unexcused by school- getting 6 or more leads to detention, Saturday school, or Suspension

## Absences

Any period a student is not in class shall constitute an absence, except for school-related activities, such as field trips, performances, school-sponsored retreats, missions, service projects, athletic contests, etc. Teachers will keep a record of all excused and unexcused absences. All Absences accumulate and may lead to loss of grade or credit, unless extenuating circumstances have been discussed with the administration (I.E.- severe health issues that require missed time and an AAP will be put into place)

### Excused Absences

Absences for the following reasons will be excused:

- Personal illness with note or parental excuse
- Family emergencies with some documentation
- Appearances in court when required by law with note
- Doctor or dental appointments with note
- Death in family or attendance at a funeral/memorial service

In order for an absence to be excused, the parents must contact the front office within one day of the student's absence, with the reason for the student's absence (if medical reason, note may be required to note as AE). The office can be contacted at (480)699-1215 or [hsoffice@gcsaz.org](mailto:hsoffice@gcsaz.org). Unless there are extenuating circumstances it is necessary for the parent to contact the day of the absence so as to allow for the absence to be recorded correctly.

Parents or documented and approved emergency contacts may pick up students who need to leave school early for medical, personal, or other legitimate reasons. Students cannot leave during the school day with a peer or underage driver.

### Parent Excused Absences

Absences for reasons other than those listed above are excused by the parent and therefore there is no consequence from the school for missing class. Any absence that does meet the above requirements, will be considered AEP. However, students do not receive additional time to make up work and are responsible for deadlines the teacher has set. Each teacher will determine how to handle these absences but these absences along with unexcused accumulate towards loss of grade or credit. Examples of parent excused absences include:

- Family Vacation or trip
- Family Weddings
- Outside sports trips
- Personal (non-medical related) days

### Parent Request for Planned Student Absence

If a high school student is going to miss more than one school day for a reason other than illness, parents must contact the front office who will direct the parent to contact



the administration for approval and directions. This contact needs to be completed at least one week prior to the planned absence date. Parents are urged to schedule such parent requested absences around the school calendar as attendance and participation in the classroom learning cannot be duplicated.

## **Unexcused Absences**

- Absences for reasons not listed in the excused absence sections are unexcused and students will be responsible for work missed without additional days allowed for make-up.
- Students returning to school without a valid excuse from a parent will have the absence recorded as unexcused.
- Students may not be given the opportunity for make-up work due to unexcused absences.
- Detentions and other progressive disciplinary steps may be assigned if it is determined the student was truant (supposed to be at school but did not attend)

## **Excessive Absences**

Classroom lectures, discussion, and interaction are important to the learning process and also part of our accredited process of granting credit. Therefore, a student must attend classes on a regular basis. Completing work assigned is not a replacement for attendance in school.

A student missing 10 (AU+AEP+AT) or 15 (AE+AEP+AU+AT) days in any one semester is at risk of a lower grade and/or losing academic credit; this will be determined by the teacher, following consultation with the administration. When a student reaches 8 absences in a class the teacher will reach out to the administration to find out if there are any extenuating circumstances and then let the parent know of the impending limit. The teacher will then meet with the parent to let them know the academic consequences should the threshold be crossed. Additionally, students with chronic and excessive absences and/or tardies may be dismissed from GCHS.

## **Tardy to School**

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

- A written note from a parent or guardian
- A verbal statement giving the reason for the tardy by a parent or guardian at the time of arrival will be accepted in lieu of a written note. Tardies cannot be excused after the day of the tardy.
- Unexpected traffic conditions and transportation issues, beyond your control, will be excused.





## Tardy to Class

- If a teacher, staff, or administrator detains a student beyond the bell, a written pass will be issued by the person who detained the student in order for them to enter their next class late.

## Unexcused Absences and Tardies

Any student who is truant (left school or did not attend a class without office approval) is subject to penalty as listed under Major Conduct Violations and Consequences. Parent or guardian will be contacted by the administration.

Students with more than five unexcused tardies in a quarter will be assigned consequences as listed below. Parents will be notified by automated email of these excessive tardies and their consequences.

- Tardies 1-5= warning and classroom-based consequences
- Tardy 6-9= lunch detention and classroom-based consequences
  - Multiple tardies in a week may lead to after-school detention
- Tardy 10-14= After school detention and classroom-based consequences
- Tardy 15= Saturday School and classroom-based consequences
- Tardy 16= In-School Suspension and classroom-based consequences
- Tardy 17+= Out of School Suspension and classroom-based consequences

## Truancy/Unknown Whereabouts

By Arizona state law and agreement with enrollment at GCHS, parents expect GCHS to be responsible for a student's safety during the school day. This means it is imperative that students be at school, in their designated class at all times. Failure to do so will be considered truancy and will result in disciplinary action according to the Major Conduct Violations. If a student leaves campus or the building, their classroom, or other designated area without permission during the school day, they will be considered truant and consequences will be assigned according to the Major Conduct Violations. In addition, opening or leaving by any door other than the front office without being accompanied by a staff member is also punishable under this policy.



## Section VI

### Safety, Security, and Discipline

#### Campus Integrity and Closure

##### Doors

- The safety of the High School Campus is best addressed by keeping the campus secure. To this end the doors are locked throughout the day to prevent someone from outside school entering except through the front office. Any student or visitor who is arriving at school after the start of school or before the end of school, must do so through the front office.
- All exterior doors are to remain closed and locked during the school day. No student is allowed to open any exterior door to let in a fellow student, adult, etc. at any time.
- Since this is such a significant concern, students who open any exterior door or leave/enter by any other door but the front will be consequence as truant.

#### 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 and quietly, 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.

##### Lock Down

- At the onset of an announcement signaling a lock down, students must follow the directions of teachers and staff.
- Run/Hide/Fight approach will be taught to all our GCHS students, admin, 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.

### 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. Investigative steps by the school may be



limited to just affirming the child's statement as is required by law. The school will not contact parents before making a report to authorities as is expected by Mandated Reporter Standards. 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.



# General Discipline

## Discipline Philosophy

Discipline is the training that corrects, molds, or perfects the mental facilities or moral character of the individual. However, we commonly use the word “consequence” with our students. Discipline is established and maintained at GCHS with the intent to train each student in the way they should go (Proverbs 22:6). We desire to be fair yet firm. The first goal of our discipline policies and procedures is to help students develop a biblical world and life view. Our desire is that each student learns to think and live biblically. The second is to create a climate that facilitates maximum learning for each student. The third is to help each student learn to move from external control, to self-control, to ultimately, Spirit control.

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

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

It is expected that students will:

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

## General School Behavior Policies

- Disruptive behavior in the classrooms, halls, chapel, or in the lunchroom, etc., is not allowed.
- No public displays of affection (PDA) are allowed on campus or at school-related activities or events. Students caught in PDA will be assigned detention or Saturday school. Repeat offenses will result in suspension. Student’s of opposite sex found alone in unsupervised areas may be consequenced for PDA as well.
- Students are not allowed to ride the elevator at any time without specific permission from the front office or if riding with a staff member. Unauthorized use will result in detention or Saturday school.



## Classroom Discipline

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

- Tardiness
- General Dishonesty (whether academic or otherwise)
- Disobedience, lack of respect
- Disrupting the teaching/learning process
- Swearing/inappropriate language
- Dress code violations
- Cell phone/electronic device use

## Academic Dishonesty

It is our desire for the students to conduct their lives with integrity. Therefore, copying answers from anyone or plagiarism will not be tolerated. See the policy listed under academic program for specifics

In the event that a student is found to be cheating or plagiarizing, the following guidelines will apply

- **1<sup>st</sup> Offense** – telephone/in-person/email contact with parents and a written report sent to the office and a possible suspension based upon the severity. Students will receive a zero on the assignment/assessment. The [Turnitin](#) protocol will be reviewed with the student in the case of plagiarism.
- **2<sup>nd</sup> Offense** – suspension and receive a zero on the assignment or assessment. Possible placement on a behavior/probationary contract.
- **3<sup>rd</sup> Offense** – suspension and a failing grade will be assigned for the course, and the student will be removed from the class for the balance of the term.
- **4<sup>th</sup> Offense** – long-term suspension from all classes for the balance of the current term and/or expulsion and/or removal from GCHS.

## Harassment, Bullying, and Cyberbullying

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. Teachers, students, and parents should feel free to contact Administration when they feel harassed or bullied at school and during school activities.

## Definition of Bullying:

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power** – Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition** – Bullying behaviors happen more than once or have the potential to happen more than once.
- **Types of Bullying/Harassment** – Physical, Verbal, Sexual, Cyber, and Excluding.

## Sexual Harassment

It is the policy of GCHS to maintain a learning environment for students, faculty, and staff that is free from all forms of discrimination, including sexual harassment. GCHS prohibits sexual harassment of and by students, faculty, and staff. A fundamental premise of this policy and expectation regarding conduct is that the dignity of individuals must be respected. It shall be a violation of this policy for any student, faculty, or staff to harass another student, teacher, staff member, volunteer, parent, or guardian through verbal or physical conduct of a sexual nature or by electronic means.

All complaints of sexual harassment will be addressed, and appropriate disciplinary actions will be taken, up to and including suspension or expulsion against any student found to have violated this policy..

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

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



## **Complaint Process**

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

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

GCHS will respect the confidentiality of individuals making reports of harassment. GCHS will follow procedures consistent with GCS legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

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

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

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

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

## **Forbidden Items on Campus or School Events**

### **Search and Seizure**

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



## **Alcoholic Beverages, Illegal Drugs, Controlled Substances, and Pornography**

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

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

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

Students who possess and/or distribute and/or sell alcoholic beverages, illegal drugs, controlled substances, vape products, pornography, or items that purport to be any of the aforementioned 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 electronic 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.

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

## **Smoking, Vaping, JUUL, and/or Tobacco**

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

## **Possession of Weapons and Explosives**

GCS 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 and require the involvement of law enforcement agencies.

“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. **Arizona Revised Statute ARS15-341.A.23**

## Consequences of Violations

### Minor Conduct Violations Progression

These consequences stem from a failure to follow school policies, such as cell phone policy, classroom policies, etc. These are listed in order of progression, which may be followed or used out of order based on the severity of minor conduct violation and nature. Once these Minor consequences have been exceeded due to repeated violations of the same nature or level, they move to Major Conduct Violations.

**Note/Call Home** – The teacher or staff member who corrects the behavior will send an email to parents or call home.

**Warning** – This is the students official warning that further correction will result in consequences

**Lunch Detention** – This may be assigned by a teacher for classroom violations or as a result of other minor conduct violations (Tardies/Cell Phone/ear-bud usage/etc.). Served by the student during lunch either with the teacher or the lunch detention room- missing leads to automatic after-school community service

**After-School Community Service** – This is assigned by the school for repeated offenses of the same nature or a more severe minor conduct violation. This will be served on an assigned day from 2:30-3:15 and will generally involve doing work around campus. Parents may request a day change only. Missing leads to Saturday School.

**Saturday School Community Service** – This is assigned by the school for repeated offenses of the same nature or a more severe minor conduct violation. This will be served on an assigned day (may or may not be a Saturday) for 3 hours and will generally involve doing work around campus. Parents may request a day change only. Missing leads to ISS.



# Major Conduct Violations

## Key

SS = Saturday School    ISS = In-School Suspension

EXP = Expulsion    OSS = Out-of-School Suspension

\*Violates federal, state, and/or city laws. Authorities WILL be notified AS REQUIRED BY LAW.

## Level One- BASED ON REPEATED OFFENSES or SEVERITY

Violation	Minimum	Maximum
Defiance/Insubordination	SS	OSS
Disruption of Learning Environment- repeat/singular	SS	OSS
Verbal Abuse or Profanity	SS	OSS
Lying/Deception	SS	OSS
Inappropriate Racial/Religious Remarks	SS	OSS
Possession of Obscene Material of Any Kind (Includes transmitted via internet or cell phone) *	SS	OSS
Physically Initiating a Fight and Physical Altercation	SS	OSS
Verbally Initiating a Fight	SS	OSS
Threats of violence or retaliation	SS	OSS
Repeated Cell/Ear-Bud Violation	SS	OSS
Two Saturday Schools	1 Day ISS	
Pictures or Videos in Restroom or Locker Room	SS	OSS
Audio Recordings, Pictures, or Videos in Classroom or school without permission	DET	OSS



## Level Two- Resulting in Automatic Suspension or Expulsion

Violation	Minimum	Maximum
Possession/Use- Smoking/Vaping/Tobacco*	10 Day OSS	EXP
Possession/Use- Alcohol/Drugs*	10 Day OSS	EXP
Forgery*	OSS	EXP
Vandalism/Destruction of Property*	OSS	EXP
Physical Assault*	10 Day OSS	EXP
Initiating a False Alarm*	OSS	EXP
Sexual Harassment*	OSS	EXP
Harassment, Bullying, and/or Cyberbullying*	OSS	EXP
Offensive Racial or Religious Comments	OSS	EXP
Internet and/or Technology Infraction	OSS	EXP
Premarital Sex and/or Immorality	10 Day OSS	EXP
Possession of Weapons or Explosives*	EXP	
Trespassing on GCS Property	OSS	EXP
Distribution of Controlled Substances*	EXP	

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

## Probation

### Length of Probation

The length of probation shall be one semester if not a year in certain circumstances. The behavioral probation may be extended by Administration due to the behavioral history of the student or the seriousness of the offense. Coaches and sponsors maintain the right to recommend to the Administration and Athletics Director the dismissal of the student from the sport or activity in which they are participating.

### Academic Probation

High school students will be placed on academic probation when they fail 2 or more classes in a semester or fail to maintain a cumulative and semester grade point average of 2.00. High school students on academic probation will be assessed by Administration at the end of the next grading period and at the end of each year, a student on probation will be reviewed by Administration to determine whether satisfactory progress has been made. The administration may determine that continued enrollment at GCHS is not merited. In addition, any major conduct violation while on probation will result in expulsion or removal at the semester. Repeated failures and not raising the GPA above 2.0 is grounds for removal from the school at the next grading period.



## **Behavioral Probation**

Students will be placed on behavioral probation:

- For any level 2 violation and second level 1 violation.
- If the student demonstrates a pattern of inappropriate behavior as determined by Administration, even if it does not rise to the level 1 or 2 consequences.

In addition, any major conduct violation while on probation will result in expulsion or removal at the semester.

## **Attendance Probation**

Students who have exceeded the allowed number of absences or tardies for a semester or quarter may be placed on an Attendance Contract. Under this contract, the student will receive consequences at an accelerated rate and if they fail to meet the standard may not return to GCHS for the following semester. In addition, any major conduct violation while on probation will result in expulsion or removal at the semester.

## **Suspensions**

### **In-School Suspension (ISS)**

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

### **Out-of-School Suspension (OSS)**

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

### **Make-Up Work During Suspension**

If a student is suspended, they are required to keep up with the daily assignments.

## **Expulsion**

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

- Repeated violation of GCHS Conduct Code or Level 1 and 2 violations.
- Violation of an Academic, Attendance, or Behavioral Contract
- Causing serious physical harm to another person
- Possession at school or at a school activity of any weapon or explosive as defined in the Arizona Revised Statute.



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

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



## Section VII

### Extra-Curricular Activities

#### Athletics and Activities

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

#### Participation in Athletics and Activities

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

**For all Other Athletics Policies, See the Athletics Handbook**