



**GILBERT  
CHRISTIAN  
SCHOOLS**

**HIGH SCHOOL CAMPUS**

**2025-2026  
STUDENT HANDBOOK**

## Table of Contents

Statement of Faith .....	2
Position on Critical Issues.....	2
Biblical Authority .....	2
School Governance .....	3
Volunteers .....	3
Gilbert Christian High School Campus Information .....	3
Directory Information .....	3
Administrative Team .....	3
Calendars and Bell Schedules.....	3
Campus Hours.....	4
Z-Hour .....	4
Closed Campus .....	4
Visitors to Campus.....	4
Dance Guests .....	4
Chapels & Small Groups .....	5
Academics.....	5
FACTS, Google Classroom, and Email .....	6
Grading System.....	6
Principal's List.....	7
Dean's List.....	7
Valedictorian and Salutatorian .....	7
Graduation Honor for Excellence in Volunteering .....	8
EVIT- Power Campus Partnership Program .....	9
Final Exam Policy .....	9
Senior Spring Final Exams Exemption Policy .....	10
Homework Policy .....	10
Failed Course Policy .....	10
Advanced Courses and Prerequisite Policy .....	11
Drop/Add Policy for Class Change .....	11
AI Policy .....	11
Student Records .....	13
Partner with Parents.....	13
Grievance Procedures for Families.....	14

Communication Guidelines .....	15
Personal Communications, Events and Fundraisers .....	17
Custodial Parent Agreements/Access .....	17
Custodial/Non-Custodial Parent Access to Records.....	18
Confidentiality Statement.....	18
Federal/State Law.....	19
Health Services .....	19
Immunizations .....	19
Communicable Disease Guidelines .....	20
Medication .....	20
Absence and Tardy Policy.....	21
Excessive Absences .....	23
Tardy to School .....	23
Tardy to Class .....	23
Unexcused Absences and Tardies .....	24
Truancy/Unknown Whereabouts .....	24
Section VII: Automobiles and Student Transportation .....	24
Student Code of Conduct.....	25
Student Expectations.....	25
Off Campus/Outside School Hours-Student Expectations.....	26
Social Media .....	26
Bathrooms .....	26
Locker Room .....	26
Lockers .....	26
Locker Searches.....	27
Classrooms, Building, and Property.....	27
Lunch Room .....	27
Inappropriate Language.....	27
Student Publications and Public Speech .....	27
Internet and Personal Use of Electronic Resources .....	28
Dress Code .....	29
General Dress Code Guidelines .....	30
On and Off-Campus School Events.....	34
Athletics Practices .....	34



Athletics Game Days .....	34
Smart Phones and Devices.....	34
Safety and Security .....	36
Emergency Protocols.....	36
Reporting Child Abuse.....	36
General Discipline .....	37
Discipline .....	37
Scorners and Mockers.....	37
Harassment, Bullying, and Cyberbullying .....	39
Sexual Harassment .....	39
Forbidden Items on Campus or School Events .....	41
Prohibited Items.....	41
Consequences of Violations .....	43
Major Conduct Violations.....	43
Suspensions .....	44
Expulsion .....	45
Extracurricular Activities .....	45

*Last updated June 18, 2025*

## Statement of Faith

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 following Link:

[Statement of Faith](#)

## Position on Critical Issues

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

[Link to Position on Critical Issues.](#)

## Biblical Authority

The Statement of Faith does not exhaust the extent of our faith. For purposes of school doctrine, practice, policy, and discipline, our school board is the school's final

interpretive authority on the Bible's meaning and application. Parents and students undermining the statement of faith may be asked to leave GCS.

## **School Governance**

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

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

## **Volunteers**

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

## **Gilbert Christian High School Campus Information**

### **Directory Information**

Gilbert Christian High School  
3632 E Jasper Drive  
Gilbert, AZ 85296  
480-699-1215  
<https://gilbertchristianschools.org/highschool-campus/>

### **Administrative Team**

- Holly Garza - Campus Principal
- Robert McCollum - Vice Principal of Academics
- Jason Pasquariello - Vice Principal of Student Affairs & Activities
- Mark Duitsman - Athletic Director

### **Calendars and Bell Schedules**

- Up-to-date calendars and bell schedules can be found on the GCS website.  
<https://gcsaz.org/calendars/>

## **Campus Hours**

- Campus is open from 7:15a until 3:30p, unless it is a staff meeting day (typically Tuesday) at which point the campus closes at 2:45p.
- Students participating in extracurricular activities may be on campus outside of hours of operation if supervised by a coach or teacher.

## **Z-Hour**

- Z-hour is every school day from 2:30 – 3:15 p.m., except for staff meeting days (a few Tuesdays a month).
- This is a protected period following 7th period for students to get tutoring or additional help from teachers prior to sports or club meetings.
- Students must be under the direct supervision of a staff member during Z-hour.

## **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.

## **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.
- Visits by non-custodial relatives and friends of students are not permitted.
- Any visitors on campus must be in GCS-appropriate attire.
- People wishing to meet with a staff member must do so by arranging a pre-set time to meet with said staff member.

## **Dance Guests**

- Any guests must be approved in advance by administration.
- Guests must be currently enrolled in high school at the time of each dance
- Guests must adhere to both the GCS Dress Code and Student Conduct.

## Chapels & Small Groups

- Chapels, small groups, and assemblies are intentionally planned and purposefully set aside for students and staff to grow deeper in their walk with the Lord. The chapel, small group, and assembly schedule can be found in the calendar linked above.

## Academics

### Graduation Requirements

Subject	Credit Requirement
BIBLE	One credit per year of attendance. Required courses: Old Testament, New Testament, Systematic Theology, Apologetics. Bible electives do not replace core courses.
ENGLISH	Four credits required. English electives do not replace core courses.
FINE ARTS	One credit required over four years.
MATHEMATICS	Four credits of math are required. Transcripts, placement tests, and teacher recommendations will be used to place students at appropriate levels. Algebra 1, Geometry, and Algebra 2 are required for all students, as well as one additional math course beyond the Algebra 2 level.
PHYSICAL EDUCATION	One credit required. Can be met by taking two semesters of GCHS PE or participating in two seasons of a GCHS sports team or an approved outside athletic organization (150-hour log required; no credit given for this option).
SCIENCE	Three credits required, including Biology and Chemistry.
SOCIAL STUDIES	Three credits required: World History/Geography, US History, and Economics/American Government.
WORLD LANGUAGES	Two credits of the same language are required.

ELECTIVES	Six electives required (seven if no PE course is taken). Juniors and seniors may substitute Study Hall for an elective.
Total Credits for Graduation	<b>28 credits required for students attending all four years. Minimum of 22 credits required with administrative approval.</b>

## FACTS, Google Classroom, and Email

- 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 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.

## Grading System

- 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.

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

- Courses which cannot establish differentiable letter grades will issue “Pass” or “Fail” designations. These are not calculated in the GPA.
- 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.
- 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. Dual enrollment courses may be an exception to this rule based on the requirements of the partnering university.

## **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 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 or Career Prep Practicum program (2- or 3-credit) 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 4.20).
- 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, the overall weighted GPA will be used to break the tie; total number of credits earned in non-elective

graduation requirement classes will be used next with the honor awarded to the student with more of these credits.

The Salutatorian and Valedictorian will be honored at Baccalaureate with a Medallion to wear at graduation during the graduation ceremony.

## Graduation Honor for Excellence in Volunteering

GCS encourages students to serve their community through volunteering. 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. 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
12 <sup>th</sup>	60 hours

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.

### How to log volunteer hours

Students can log their hours at [volunteerhours.gccaz.org](http://volunteerhours.gccaz.org). 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:

- 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 High School Registrar.

# **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 enrolled in the EVIT program are considered full-time GCHS students. 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 the 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).
- Students may not regularly leave GCHS classes early, if the EVIT- Power Campus program requires periodic early dismissal, documentation is required.
- 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.

Please note: GCHS cannot guarantee that students enrolled in EVIT will be able to enroll in honors and dual enrollment courses.

## **Final Exam Policy**

Final exams are administered on the final three days of each semester for courses in the core academic departments—Bible, English, Mathematics, Science, Social Studies, and World Languages. Final exams are cumulative in nature and cover content from the entire semester. Every effort should be made to avoid absences during final exams. Teachers sequence the curriculum and instruction to have students best prepared for the final exam on the scheduled date.

# 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 teacher's grading policy.
2. Less than 6 unexcused tardies for all classes (1st-7th period) for Quarter 4 or no more than 10 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

- GCHS defines homework as an independent activity to be accomplished outside of class to reinforce concepts learned in class.
- On average, high school students can expect 75 minutes of homework per week (average of 15 minutes per day) for each subject.
- A student's unfinished class work or work missed due to absences, although accomplished outside of the school day, is not included in the school's guidelines for homework load.
- 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.)
- 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 absence (excused or unexcused), 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.

## 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.
- Failed courses not completed prior to the first day of school of the following school year, will result in disenrollment for the student.
- The course taken elsewhere is noted on the transcript, and the original "F" is replaced by the repeated course grade in the GPA.

## Academic Probation

High school students will be placed on academic probation, and therefore an academic contract (signed by student, parent, counselor, and administration), 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. The grades of 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.

## Advanced Courses and Prerequisite Policy

To enroll in an honors course, the student has to meet **two** of these three criteria:

1. Grade: An A in current on-level class, or an A or B in current honors class.
2. Standardized test score: In the top 20%, on the appropriate section (e.g., math, English) of the most recent test.
3. Teacher recommendation: From a current teacher in that subject.

If a student in an honors class earns a C or lower in that class on the first-semester report card, he or she may be required to move to an on-level class for the second semester. If a student in any class ends either semester with a D on the report card, he or she may be required to re-take that class before enrolling in next year's class (i.e., a student who gets a D in English 10 may not be allowed to enroll in English 11). A student in this situation will need to meet with their counselor to address the issue.

## Drop/Add Policy for Class Change

- Students 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 academic or lunch schedule with a peer.
- Students may be permitted to change classes due to extended illness or if they have been misplaced due to inaccurate testing and recommendations. Parents or teachers must initiate these requests.

## AI Policy

Artificial intelligence (AI) has presented new opportunities and challenges within education. AI programs can curate art and images, essays, poetry, video, voice audio, computer code, and more. AI can read, write, see, and design. As a result, this new technology has sparked conversation around its place within the classroom. On one hand, there is potential for AI to enhance and innovate pedagogy and student engagement. On the other hand, disruptions



within the classroom emerge as students find new avenues to circumvent the educational process. The following is intended to provide a starting point regarding AI at Gilbert Christian High School.

Below are four foundational tenets that GCHS teachers use in building a framework for understanding and interacting with artificial intelligence within the classroom.

1. Affirmation of the goodness of those technological advancements which foster care for the world, display God's provision, and lead to human flourishing. God formed humans to reflect His glory as we cultivate the world – finding and developing the hidden potential within Creation for the betterment of humanity and the protection of non-human creation, including through technological advancement. The task of image bearers is to partner with God to build a world which displays His goodness and provision in all areas of life. As Christian educators, GCHS teachers strive to equip students to wield, progress, and celebrate God-glorifying use of technology. This calling involves pursuing ways new technologies can be redeemed to bare God's love and provision for Creation.
2. Consideration of the effects AI can have on the learning environment before integrating within the classroom. AI is now widely accessible, and the full extent of its functionality is still to be determined. It is vital to offer sufficient attention to examining the potential ways it could enhance, change, or impede learning environments. Before considering the use of AI in the classroom at any level, GCHS teachers consider the following questions: What specific opportunities will AI offer in enhancing the specific subject area? If utilized, how does AI change the learning environment? What is the impact of AI integration and do the pros outweigh the cons? How can the appropriate utilization of AI be communicated and modeled to students? How can the inappropriate utilization of AI be communicated to students and academic boundaries defined? As Christian educators, GCHS teachers not only seek the redemptive value of AI, but also strive to teach and show students how to do so as well.
3. Definition of clear boundaries, wisdom, and warning for students - knowing the dangers artificial intelligence can pose to the academic process. Part of discerning AI's role in education includes defining and addressing the ways in which it contends with student learning and discovery. Some immediate threats of AI to the educational process may include completing full writing assignments; solving math problems and providing the steps/process; creating original poetry and songs; compiling research and sourcing citation; and more. All of this undercuts the development of problem solving, creativity, or critical thinking which lie at the heart of learning. Teachers will provide explicit direction to students regarding proper and improper use of AI within their class and/or on specific assignments.
4. Additional aspects of AI which are important to be aware of.
  - a. There are often biases programmed into AI platforms. Content generated from AI may seem neutral but can reveal underlying agendas and/or beliefs of the developer which can contradict the biblical convictions of Gilbert Christian Schools.
  - b. AI "bots" (such as Chat GPT) are not programmed to determine what is correct or incorrect. This type of software gathers content from a database to generate the

output requested by the users. As of now these bots do not have the ability to discern truth and accuracy.

5. Seeking the redemptive value and utilization of artificial intelligence as GCHS prepares students to impact the world for Christ. The biblical story is a story of redemption. The world is not the way it should be; however, God is moving to reconcile Creation back to Himself (Colossians 1:20). As followers of Christ, humans are invited to display God's rule and reign through engagement within all spheres of life—looking to point all things back to God. The possible redemptive utilization of AI should lead to the following outcomes; enhancing the teacher's ability to instruct and bestow wisdom; functioning as a tool which aids, not hinders, student growth as image bearers; training students for their missional calling within a technologically advanced society.

## 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 school property until the amount owed is paid in full. The school may not withhold academic records when such records are requested by another school or district for placement of the student.

## Partner with Parents

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

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

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

*“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But, if he will not listen, take one or two others along, so that every matter may be established by the testimony of two witnesses. If he refuses to listen to them, take it to the church, and if he refuses to listen to the church, treat him as you would a pagan or a tax collector.” Matthew 18:15-17*

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

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

## **Grievance Procedures for Families**

In the unfortunate event that a family should come into conflict with a staff member, the school expects the matter to be resolved applying the principle of Matthew 18, paying particular attention to Matthew 18:15-17. In other words, the family should first discuss the matter with the person in question. If a resolution cannot be reached, the matter should be discussed with the person's direct supervisor. At no time should the matter be discussed with anyone who is not in a position to bring the matter to resolution or who is not in the direct line of supervisory hierarchy. If a resolution has not been found after exhausting this process, it is then a family's right to submit a written statement to the Superintendent. The Superintendent's decision is the school's final decision in the matter.

It is our hope and expectation that families would approach conflict prayerfully and with humility.

## Communication Guidelines

Here are the communication guidelines for the 2025-2026 school year.

<p style="text-align: center;"><b>Holly Garza</b>  <b>Principal</b>  <a href="mailto:holly.garza@gcsaz.org">holly.garza@gcsaz.org</a></p> <ul style="list-style-type: none"> <li>• Spiritual Life (Chapel, Small Groups, Prayer Team)</li> <li>• HS Calendar &amp; Master Schedule</li> <li>• Admissions &amp; Enrollment</li> <li>• Safety &amp; Security</li> <li>• Staff Supervisor</li> <li>• Operations &amp; Events</li> <li>• Instructional Coach</li> </ul> <p style="text-align: center;"><b>Rebekah Emery, Principal's Assistant, <a href="mailto:Rebekah.Emery@gcsaz.org">Rebekah.Emery@gcsaz.org</a></b></p>	
<p style="text-align: center;"><b>Jason Pasquariello</b>  <b>Vice Principal of Student Affairs &amp; Activities</b>  <a href="mailto:Jason.Pasquariello@gcsaz.org">Jason.Pasquariello@gcsaz.org</a></p> <ul style="list-style-type: none"> <li>• Student Discipline</li> <li>• Student Activities</li> <li>• Academic Probation</li> <li>• Student Parking</li> <li>• Senior Trip</li> <li>• Operations &amp; Facilities</li> </ul> <p><b>Heather Stansberry, Vice Principal's Assistant,</b>  <a href="mailto:Heather.Stansberry@gcsaz.org">Heather.Stansberry@gcsaz.org</a></p>	<p style="text-align: center;"><b>Robert McCollum</b>  <b>Vice Principal of Academics</b>  <a href="mailto:Robert.McCollum@gcsaz.org">Robert.McCollum@gcsaz.org</a></p> <ul style="list-style-type: none"> <li>• Academic Expectations</li> <li>• Curriculum</li> <li>• Curricular Resources</li> <li>• Standardized Testing</li> <li>• Staff Development</li> <li>• College/Career Readiness</li> <li>• Instructional Coach</li> </ul> <p><b>Heather Stansberry, Vice Principal's Assistant, <a href="mailto:Heather.Stansberry@gcsaz.org">Heather.Stansberry@gcsaz.org</a></b></p>

Communication Flow Chart:

- **Step 1 (The Teacher):** For any questions concerning curriculum, instruction, grading, or behavior in one of your student's classes, **contacting the teacher first is of utmost importance.**
- **Step 2 (Dept. Chair, Appropriate VP, or Counselor):** If after meeting with the teacher, there are further questions or concerns regarding curriculum, instruction, grading, or behavior in one of your student's classes, the next step is to contact

the appropriate vice principal (Mr. Pasquariello or Dr. McCollum) and/or the department chair and/or their counselor to request a meeting or phone call.

- **Step 3 (Principal):** After meeting with the Dept. Chair, VP, or Counselor, if there are further questions or concerns regarding curriculum, instruction, grading, or behavior in one of your student's classes, the next step is to contact my assistant ([Rebekah.Emery@gcsaz.org](mailto:Rebekah.Emery@gcsaz.org)) to request a meeting or phone call with me.

For topics beyond those listed above, below is a list of whom to contact about what so that you can get your questions answered as quickly, accurately, and efficiently as possible:

- **Student Care Team** - Please contact your student's High School Counselor regarding student schedules, social/emotional issues, etc. The student care team is here to serve your student in many ways!
  - **Ms. Johnson, High School Counselor** (Dual Enrollment, 10th Grade for last names A-J and all of 11th Grade)  
[Amanda.Johnson@gcsaz.org](mailto:Amanda.Johnson@gcsaz.org)
  - **Mrs. Lang, High School Counselor** (10th Grade for last names K-Z and all of 12th Grade; College & Career Counseling)  
[Christina.Lang@gcsaz.org](mailto:Christina.Lang@gcsaz.org)
  - **Mr. Paasch, High School Counselor** (9th Grade)  
[Mike.Paasch@gcsaz.org](mailto:Mike.Paasch@gcsaz.org)
  - **Mr. DeSena, Student Services Coordinator** - Please email Mr. DeSena regarding anything to do with accommodation plans (AAP), GEAR Program, and related support services  
[Frank.DeSena@gcsaz.org](mailto:Frank.DeSena@gcsaz.org)
- **Department Chairs**
  - Bible - C.L. Mitchell ([CL.Mitchell@gcsaz.org](mailto:CL.Mitchell@gcsaz.org)) and Andrew Robinson ([Andrew.Robinson@gcsaz.org](mailto:Andrew.Robinson@gcsaz.org))
  - Career & Technical Education (CTE) - Tyler Nemec ([Tyler.Nemec@gcsaz.org](mailto:Tyler.Nemec@gcsaz.org))
  - Mathematics - Pete Heintz ([Pete.Heintz@gcsaz.org](mailto:Pete.Heintz@gcsaz.org))
  - English - Rachel Boylan ([Rachel.Boylan@gcsaz.org](mailto:Rachel.Boylan@gcsaz.org))
  - Fine Arts - Luke Griffin ([Luke.Griffin@gcsaz.org](mailto:Luke.Griffin@gcsaz.org))
  - Physical Education - Michelle Petrey ([Michelle.Petrey@gcsaz.org](mailto:Michelle.Petrey@gcsaz.org))
  - Science - Keli Bridinger ([Keli.Bridinger@gcsaz.org](mailto:Keli.Bridinger@gcsaz.org))
  - Social Studies - Lee Noble ([Lee.Noble@gcsaz.org](mailto:Lee.Noble@gcsaz.org))
  - World Languages - Mike Paasch ([Mike.Paasch@gcsaz.org](mailto:Mike.Paasch@gcsaz.org))
- **Athletics - Mr. Duitsman, Athletic Director** - Please email Mr. Duitsman regarding anything and everything to do with athletics.  
[Mark.Duitsman@gcsaz.org](mailto:Mark.Duitsman@gcsaz.org)



- **Front Office (480-699-1215)** - For general questions, the front office is a great first point of contact. Our wonderful office staff is knowledgeable about all events, sports, school happenings, etc. It is rare they will not be able to answer a question. [hsoffice@gcsaz.org](mailto:hsoffice@gcsaz.org)
- **Attendance-** Please email attendance with your child's absence/tardy information [hsoffice@gcsaz.org](mailto:hsoffice@gcsaz.org). Alternatively, you can call the office at 480-699-1215 to report attendance. For medical/dental appointments, we request a note from the doctor to excuse the absence.

Thank you for partnering with us in this. We are dedicated to serving you and your families, and one of the most important aspects of this is making sure we are in classrooms. This allows us to be with your child and to coach our incredible teachers. We know that in order to truly run this school well, we need to be where the learning is taking place. Because of time in the classroom, meetings, events, etc., our administrators often do not see your emails right away. ***Please allow 48 hours (excluding off days) for us to respond to your email. Please also allow 48 hours for teachers to respond (excluding off days & weekends), in order to give them adequate time to lesson plan and grade.*** We understand that sometimes, you need a quicker response in which case you should call the HS Front Desk (480-699-1215).

## Personal Communications, Events and Fundraisers

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

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

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

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

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

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

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

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

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

## **Confidentiality Statement**

Students may need/want to meet with a mentor, high school counselor, or other staff member on campus. The following events or issues will necessitate a conversation with parents and/or appropriate authorities. *(This is not an exhaustive list)*

- Physical or sexual abuse

- Evidence of suicidal tendencies
- Evidence of the possibility of harm to others
- Substance abuse
- Sexual activity
- Instances of pregnancy
- Questioning of sexual orientation and same sex attraction
- State of gender dysphoria

## **Federal/State Law**

GCS Staff will not interfere with local or federal authorities as it comes to investigations of crime, broken law, etc. They will submit to the requests of the authoritative body.

## **Health Services**

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

- 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 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.

## **Immunizations**

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

# Communicable Disease Guidelines

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

## Medication

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

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

## Backup Medication

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

with the Health Aide about storing a three-day supply of the medication at the school in case of a lock-down.

## **EpiPen**

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

# **Absence and Tardy Policy**

## **Attendance**

Students are expected to attend school in accordance with GCS policies. The primary responsibility for school attendance rests with students and their parents. Attendance at school provides students with classroom experience and the opportunity to contribute to the classroom environment. Failure of a student to attend class is a significant impediment to their learning.

When a student does not attend class due to an absence (excused or unexcused), 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.

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.

## **Attendance Codes**

- AE** Excused absence for health-related issue or family emergency- must be accompanied by a note for all doctors' appointments
- AU** Student missed without excuse and/or no communication from family
- AEP** Absence excused by a parent for personal reasons besides those for AE
- AA** Absence for a school-related activity
- 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 a minimum of detention at the discretion of administration.
- CV** Absent while visiting a college
- 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 will result in consequences assigned by administration.



## **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. 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 not 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 therefore, a student must attend classes on a regular basis. Completing work assigned is not a replacement for the education acquired by regular attendance to school.

Excessive absences (more than 5 unexcused absences (AU) and/or 10 excused and unexcused absences (AU, AEP) total per semester and 15+ absences due to illness or medical issues, college visits, athletics) will result in the student being put on an attendance contract and may be subject to dismissal.

## **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 a student's control, will be excused.
- Unexcused tardies to school will be treated as "tardy to class," and subject to the consequences listed below.

## **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

Parents will be notified by automated email of excessive tardies and their consequences. *Please note multiple tardies in a week may lead to escalated consequences.*

For each semester:

- Tardies 1-3 = notification to parents by email for each tardy
- Tardies 4-6 = lunch detention for each tardy
- Tardies 7-9= after school detention for each tardy
- Tardies 10+ = ISS,OSS, and/or Attendance Contract at Administrator Discretion

## 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 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 given consequences 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.

## 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.

## Section VII: Automobiles and Student Transportation

Parking on campus is limited to the number of spots available and once they are full driving to/from school is not possible. Seniors will have priority, then juniors etc. until spots are filled. Driving on campus is a privilege that can be revoked at any time by the Administration for any reason.

- All students parking on campus must register their car(s) through the GCHS Front Office.
- Student cars are to be parked in the assigned student parking area only, and must display the Student Parking Decal.

- Students may not eat lunch in cars and are not to remain in parked cars at any time during the school day.
- When on campus or in the vicinity of the school, radios/stereos must not be audible beyond the confines of the automobile.
- Students may not have paint, stickers, or décor on their vehicles that are in opposition to the Christian values of GCS.
- Parking on Jasper Drive in front of and to the east of the school is not permitted. This is a private road and the neighborhood homeowner's association will be towing/ticketing vehicles that violate the parking restriction.

## **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. There is a fee to reserve a spot and paint it 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.

# **Student Code of Conduct**

## **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.

## **Off Campus/Outside School Hours-Student Expectations**

- 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 behavior that is not consistent with the Student Code of Conduct as represented in the GCHS Student Handbook.

## **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.

## **Bathrooms**

- Students may only enter bathrooms designated for their biological sex.
- 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 for their biological sex.
- 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).

## **Lockers**

- Students will have access to a school locker upon request. Students may not use any other locker, besides the one assigned to them, without permission of the office.
- 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 is entitled to privacy with respect to that locker, the locker remains in the possession and control of the school.
- 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.

## **Lunch Room**

- During lunch, students are allowed to eat only in the cafeteria or on the picnic tables. Students may purchase items from the GCHS Entrepreneurship Shop, but may not enter any academic areas during lunch time.
- Should a student need to meet with a staff member during their lunch period, the staff member will need to issue a pass to the student. The student will need to show the pass to the authoritative figure supervising lunch.
- The lunch room will accept cash for purchase of a small selection of lunch items.
- Students are responsible for clearing their tables and depositing trash and leftovers in the garbage cans.
- Student misbehavior of any kind will not be tolerated in the lunchroom/lunch areas, and will be subject to disciplinary action.

## **Inappropriate Language**

Students using inappropriate language (including but not limited to cursing, crude joking, hurtful/inflammatory statements, and gossip) will be referred to the administration.

## **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, including via social media. Failure to do so may result in disciplinary action.

# **Internet and Personal Use of Electronic Resources**

## **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 oneself or others (address, phone number, cell phone number, etc.).
- Accessing, requesting, or exchanging pornography or other obscene/graphic material.
- Arranging meetings with someone a student has met online.
- Responding to unsolicited messages.
- Hacking into the school's, or any other, electronic communication system.
- Any attempt to get beyond a student's 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 of a student's 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 a student stop sending messages, they 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 a student privately cannot be done without permission from the person who originally sent the message.
- Logging on to accounts that are not the students.

## **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**

A student's right to free speech applies also to their communication on the internet. The school's system is considered a limited forum, similar to a school newspaper, and therefore, GCHS may restrict a student's speech for valid educational purposes. GCHS will not restrict speech on the basis of a disagreement with the opinions expressed, 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 a student's 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.

## **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.

## General Dress Code Guidelines

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. Note that there are some clothing items sold on the online spirit shop that fall outside these guidelines.

### Tops

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

- Monday-Thursday - Logoed Polos, hoodies, crewnecks, or zip-up sweatshirts are required
- Friday - T-Shirts or polos from an officially recognized GCHS extra-curricular organization, club, or spirit shirt are allowed in addition to Monday-Thursday wear
- All tops must be in good repair
- All tops must have sleeves (no tank tops or sleeveless shirts)
- Tops may not be altered, cut or manipulated from their original design
- All tops must have a professionally attached GCS logo, be solid color, and contain 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 cleavage or midriff can be visible at any time.
- Clothing should not be excessively tight fitting
- ***Seniors Only*** may wear GCHS T-Shirts or polos from an officially recognized GCHS extra-curricular organization, club, or spirit shirt any day of the week

### Outerwear

- Full-zip-up hoodies must have a visible, professionally attached GCS logo. A polo shirt underneath is required.
- Quarter-zip-up hoodies and crewnecks must have a visible, professionally attached GCS logo. A polo shirt underneath is no longer required.
- The only non-GCS logo item permitted is a winter coat. A winter coat may only be worn when outside.

### Bottoms

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

- All bottoms must be in good repair. No holes or rips are permitted in any bottoms.
- All bottoms must be a solid color with no pattern. Permitted solid colors are jeans, navy, black, gray, green, brown and khaki (beige).

- White or light-colored jeans are allowed, as long as undergarments are not visible through them.
- Jogger-style pants are permitted, as long as they are not sweatpants or overly tight.
- Underwear, compression shorts, etc. should not be visible above the waist line or below the cuff line of shorts, when standing or sitting.
- Short length should hit at least the middle of the thigh (midpoint between bottom of buttocks and top of knee cap) as it pertains to the individual. The hemline should be closer to the knee than to the bottom of the buttocks.
- Raw hems are permitted on pants, but must have minimal frays. Raw hems are not permitted on shorts.
- All bottoms should be loose fitting. Bottoms that are thin or skin tight are not modest and therefore not school-appropriate including leggings, spandex, or yoga pants.

### **The Following Are Not Allowed**

- Athletic wear, workout pants, yoga pants, tights, sweatpants, leggings, overalls, skin-tight pants, spandex/spandex type material, etc.
- Leather or faux leather pants.
- Fishnet-type stockings.
- Cut-off shorts are not permitted
- Large logos are not permitted.

### **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 accordance with a Christian school setting and the biblical standards we hold.

### **Hairstyle/Facial Hair**

- Hair is to be neat, clean, and out of the eyes
- Only a natural hair color will be allowed (e.g., “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 (shaved designs, undercut on girls, etc.) 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)

## Consequences for Regular Day Dress Code Violations

All violations will be documented in FACTS. Students will be required to change and parents will be notified by Administration.

- 1st Violation: Warning, required to change
- 2nd and 3rd Violation: Lunch detention, required to change
- After the 3rd Violation: Students will be subject to increased consequences at the discretion of the Vice Principal of Student Affairs & Activities which include but are not limited to ISS, Behavior Contract and Expulsion.

## Spirit Week Dress Code

On Spirit Week Dress Code days, students must be dressed in theme, or will be required to change into their uniform.

- Students may not wear the following items for spirit dress:
  - skin tight tops
  - 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
- If the spirit day calls for girls to wear a dress, girls may do so with leggings underneath if the skirt/dress does not reach the mid-thigh (midpoint between bottom of buttocks & top of kneecap as it pertains to the individual). For all dresses that do hit mid-thigh, bike shorts/Nike pros are required underneath.

## Formal Extracurricular Activities

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

## **Dance Dress Codes**

For all dances, dress code will be inspected by a male and female staff member as students enter the gymnasium/location. Failure to adhere to the dress code will result in denial of entry to the dance. Should a student be out of dress code for any dance, they will need prior approval of their outfit for the next dance they attend.

### **Homecoming and Winter Formal**

#### **Boys:**

- Button-up long sleeve or short sleeve shirt
  - Shirt must remain buttoned during the entirety of the dance
- Dress pants

#### **Girls:**

- Dress length should hit at least the middle of the thigh (midpoint between bottom of buttocks and top of knee cap) as it pertains to the individual
- 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 mid-thigh
- 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.

### **Prom**

#### **Boys:**

- Button-up long sleeve shirt
  - Shirt must remain buttoned during the entirety of the dance
- Dress pants

#### **Girls:**

- Long dresses are required
- If the style is a high-low dress, the front part of the high-low dress must extend to at least the middle of the thigh.
- 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 mid-thigh
- 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 the event.

## Athletics Practices

- Appropriate dress for after-school athletics practices is expected.
- Some sports practice and game uniforms are outside of normal dress code 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.

## Smart Phones and Devices

### Personal Technology Policy:

Personal Technology and Smart devices are a distraction to the learning environment of Gilbert Christian Schools. The policy is simple and clear:

All smart devices must be kept powered down and in a locked Yondr® Pouch (school provided) from the time entering campus until the last bell of the regular school day. Pouches may be easily unlocked at dismissal time using the multiple release devices in the office and at the exit.

### Personal Technology Defined:

- Personal Technology includes, but is not limited to, the following:
  - Cell Phones of any kind
  - Smartwatches
  - Headphones or Earbuds
  - Personal (not school-issued) laptops
  - Any non-school issued personal technology

### Communication:

- If parents need to communicate with their student:
  - Parents should contact the office at 480-699-1215 in order to



contact their child.

- Parents may email their child directly, but their child may not necessarily access their email during the school day.
- Students may contact their parents from the office.

### **Violations of the Personal Device Policy:**

This is a learning community and an academic policy but may develop into a disciplinary concern if there is disrespect with repeated violations. Any disrespect of the rules with continued violations or of the adults involved in enforcing the policy will become a disciplinary issue. Our response to personal device use is "see it or hear it, take it" with no exceptions.

### **A violation of the Personal Device Policy includes, but is not limited to:**

- Not using a Yondr Pouch (item in backpack)
- Having the device turned on in the Yondr Pouch
- Putting other items in the Yondr Pouch (calculator, block of wood, etc.)
- Putting a "burner" device in the Yondr Pouch

### **Consequences- does not reset at semester**

- 1st Violation: Warning
- 2nd and 3rd Violation: Lunch detention
- After the 3rd Violation: Students will be subject to increased consequences at the discretion of the Vice Principal of Student Affairs & Activities which include but are not limited to ISS, Behavior Contract and Expulsion.

### **Please Note:**

- Opening the pouch by any other means than the provided unlock devices at the end of the school day will be classified as deception and/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.*

### **Medical Exceptions:**

Some students may be granted permission to use specific personal devices to monitor special and important health related scenarios (e.g., diabetes blood sugar monitoring). We want what is best for our students with significant special health conditions. Should a student need to use his/her personal device as a doctor recommended medical device, the parent(s) will need to communicate this with the principal and provide a doctor's note so permission can be considered, and a plan may be established for this unique scenario. Please contact Frank DeSena, Director of Student Services, at [Frank.Desena@gcsaz.org](mailto:Frank.Desena@gcsaz.org) to schedule a meeting to develop a plan to ensure

that the student's medical needs will be well met.

## **Safety and Security**

### **Emergency Protocols**

Gilbert Christian Schools will practice three types of drills, but are prepared for a variety of situations:

- Perimeter Lockout - Perimeter of campus is locked down and no classes are allowed to go to field or courtyards.
- Lockdown - All persons on campus are to lockdown
- Evacuation - All persons on campus will evacuate to their designated location until they are instructed to return.
- Power Failure - In the event of a power failure during the school day, students are to remain in the classroom or lunch room until further instructions are given by the administration. If a power failure occurs during a passing period, students should proceed directly to their next class and remain there for further instructions.

During any drill or emergency, please know that the safety of students is our utmost concern. During an actual emergency, all of our attention will be directed to protecting the student. Parents should not try to contact the school office by phone, cell phone, or text.

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

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

### **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

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

## 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. This includes but is 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
- Disruptive behavior in the classrooms, halls, chapel, or in the lunchroom, etc., is not allowed.
- No public displays of affection (PDA) are allowed during the school day. At after school events, it is the responsibility of the parent to monitor and consequence PDA as they see fit. Students caught in PDA during the school day will be consequence as outlined below.
- 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.

## Scorners and Mockers

The book of Proverbs has many references to scorning and mocking and the detrimental effects they have.

The following is a list of some of the typical ways in which scorning & mocking take place. All of the behaviors below are subject to consequences at teacher/administrative discretion.

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

## Academic Dishonesty

GCS students are expected to work independently on assessments, projects, homework, and all other assignments unless directions provided by faculty members dictate otherwise. Any cheating will not be tolerated. Cheating includes, but is not limited to, borrowing answers or material; sharing answers, material, or information about quizzes/exams during or outside of class; looking at another person's quiz or exam; unauthorized talking during a quiz or exam; using a teacher's edition of a textbook or a solutions manual; having a cellular device out during a quiz or exam; or declaring another's work (including text found on the Internet) to be your own. Whenever there is a cheating incident, a grade of zero may result in addition to additional disciplinary consequences. The same penalty may be invoked for the GCS student providing the information as for the one receiving it. Any time another person's or source's text is used in an essay, paper, or project of any sort, it must be appropriately attributed to the original source, or it may be considered plagiarism (cheating). At the discretion of individual teachers, essays and research papers may be required to be submitted to [www.turnitin.com](http://www.turnitin.com).

- **1<sup>st</sup> Offense** – Teacher meets with the student and notify parents. Assignment will receive anywhere from a zero up to a 50% reduction.
- **2<sup>nd</sup> Offense** – Teacher meets with the student, notify parents and refers the infraction to the Vice Principal of Student Affairs & Activities. Consequence is up to administrator discretion on a scale of zero on the assignment to ISS.
- **3+ Offense** - Teacher meets with the student, notify parents and refers the infraction to the Vice Principal of Student Affairs & Activities. Consequence is up to administrator discretion on a scale of zero on the assignment to expulsion.

# Harassment, Bullying, and Cyberbullying

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

Our Christian walk should be demonstrated at all times. Students are expected to speak words of life and encouragement to their fellow students, teachers, and staff. As such, harassment and bullying of any kind will not be tolerated. Harassment and bullying include, but is not limited to, focusing on a person's race and creed, handicap, faith, or national origin. Prohibited harassment/bullying actions include, but are not limited to, comments, slurs, jokes, innuendoes, cartoons, phone calls, text messaging, hazing, social media, pranks, and physical harassment. Students should immediately tell a staff member when they feel harassed or bullied by another GCS student.

## Sexual Harassment

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**

### **Prohibited Items**

- Video games and game players
- Skateboards
- Laser devices
- Paintballs, paintball guns, and airsoft equipment
- Other electronic devices
- Any other items that are deemed to distract from the educational environment.

\*These items will be confiscated, parents will be notified, items will be returned to the parent not the student.

### **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 approved 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

These consequences stem from a failure to follow general classroom and campus policies. The consequences below are not a progression, but a variety of consequences that can be used at the teacher's or administrator's discretion.

- **Note/Call Home**
- **Warning**
- **Lunch Detention**
- **After-School Detention** – This will be served on an assigned day from 2:30-3:15.

## Major Conduct Violations

### Level One

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

## Level Two

Violation
<b>Consequences for the following violations will be given at administrator discretion up to expulsion.</b>
Distribution of Controlled Substances*
Harassment, Bullying, and/or Cyberbullying*
Initiating a False Alarm*
Internet and/or Technology Infraction
Offensive Racial or Religious Comments
Physical Assault*
Possession of Weapons or Explosives*
Possession/Use- Alcohol/Drugs*
Possession/Use- Smoking/Vaping/Tobacco*
Sexual Harassment*
Theft*
Trespassing on GCS Property
Vandalism/Destruction of Property*

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

## Behavioral Probation

Students will be placed on behavioral probation:

- For any level 2 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 major conduct violations.

## 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.

## Extracurricular 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**