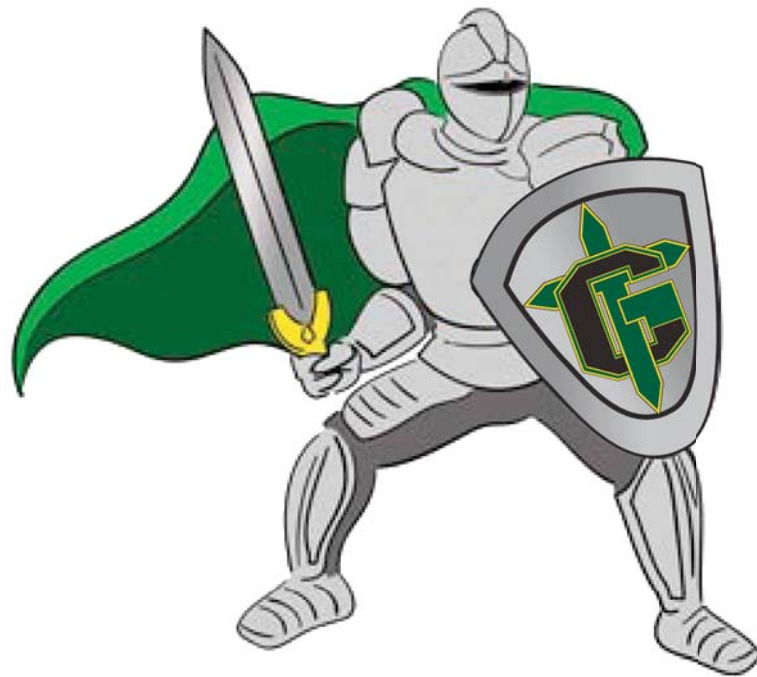


GILBERT CHRISTIAN SCHOOLS

Serving our Lord one student at a time



2009/10 Handbook

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This handbook has been prepared for Gilbert Christian Junior High and Gilbert Christian High School students and their parents. Students are responsible for knowing and abiding by the rules and procedures covered in this handbook. Parents should familiarize themselves with the content of this handbook so that we can all work together to accomplish the same goals while adhering to the policies and procedures of the school.

Mission and Doctrinal Statements

History

Gilbert Christian Schools was established in 1996 as Surrey Garden Christian School - a private, non-profit, non-denominational Christian school. It is independent of any specific church and is operated by administration officials under the authority and direction of a board of directors who are leaders in the evangelical community, attend a variety of local churches, and have varied professional backgrounds. Our parents and students come from a variety of different Christian churches, ethnic backgrounds, and economic circumstances.

The school is operated under the legal designation of U.S. Code 501(c)(3).

Mission Statement

At Gilbert Christian Schools, our primary goals are to encourage and strengthen young believers in their walk with Christ and to witness the basic truths of the Christian faith to those who do not yet follow Him. Each child should be respected and taught as an individual created by our God, with unique skills, personality, and goals, as planned by God (Ephesians 2:10).

With this philosophical base, we provide a rigorous academic education based on an integrated Christian worldview curriculum of “Individual Instruction” that furnishes the skills necessary to function successfully in our homes, churches, and society. These skills include college preparation and the ability to understand, analyze, and communicate varied concepts and Scriptural doctrine, clearly and articulately. This educational model is provided while strictly referencing state graduation requirements, accreditation standards, and expectations of competitive-entry colleges and universities.

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

Statement of Faith

- A. We believe the Bible to be the inspired Word of God, inerrant and infallible in the original manuscripts, our final authority in all matters of both our faith and life.
- B. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- C. We believe in the deity of our Lord Jesus Christ, conceived by the Holy Spirit and born of a virgin, fully God and fully man, His sinless life, His miracles, His vicarious and atoning death for His Church through His shed blood on the cross, His bodily resurrection, His ascension to the right hand of the Father, and His future personal return in power and glory for His people.
- D. We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential to receive the saving faith to believe in Jesus Christ as Lord and Savior. He indwells all true believers permanently, seals and secures them unto the day of redemption, bestows spiritual gifts upon them, and enables them to live a godly life.
- E. We believe that salvation is the free gift of God's sovereign grace alone, given to all whom God has elected to salvation, for His glory and the pleasure of His own will. Human works play no role in either attaining faith or salvation.
- F. We believe that our Lord Jesus Christ instituted two ordinances to be observed by all believers as a matter of obedience, not as a condition for salvation: Water Baptism and the Lord's Supper.
- G. We believe in the blessed hope that Jesus Christ will soon return to this earth – personally, visibly, and unexpectedly, in power and great glory. We believe in the resurrection of both the saved and the lost; those that are saved unto the resurrection of eternal life with Christ in glory, and those that are lost unto the resurrection of damnation, eternally separated from God.
- H. We believe in the spiritual unity of believers in our Lord Jesus Christ.

General School Information

A. School Hours

The Gilbert Christian Junior High and Gilbert Christian High School day begins at 8 a.m. and ends at 3:25 p.m. Students should arrive by 7:50 a.m. to get a good start on the day. This gives students a chance to organize their belongings and work, talk to friends, and arrive at class promptly. The campus is locked at 4 p.m. unless students are working with a teacher or with coaches at a sports practice or game. Students should go home or be picked up by that time.

If a student is going to be absent or late for school, the parents or guardians must call the school office by 8 a.m. at 480-279-1366.

B. Pick-up and Drop-off Procedures

Gilbert Christian Schools has a staggered start and end-of-day schedule. The JH/HS class day begins at 8 a.m., and ends at 3:25 p.m. Kindergarten through third grades begin at 8:30 a.m. and conclude at 3:15 p.m. Fourth through sixth grades begin at 8:30 a.m. and end at 3:25 p.m.

The school parking lot is organized to provide a safe and fluid drop-off and pick-up of students. Parents enter the school off of Agritopia Loop. The school has two one-way lanes for traffic. The right or inside lane (with yellow curbs) is the lane for stopping to pick up or drop off student(s) with the parent waiting in the car. The outside lane is the drive-through lane for parents who have already picked up their children. Never stop/park against any red curbs or in front of any “No Parking” signs.

If you need to park your car to find your child, please park in the spaces provided. Do not park in the two lanes of traffic. No students may be picked up on Promenade Lane.

C. Parking Policy

Gilbert Christian High School does allow students to drive to school. Student parking is along the green curb. Students driving to school must follow these rules:

- Obey all traffic laws when arriving and leaving the school.
- The school parking lot speed limit is four miles per hour.
- If you must park on the street in front of the school because there are no parking spots left, park on the correct side of the street according to the “No Parking” signs. Neighbors will be advised to report parking infractions to the Gilbert Police Department.

D. Lunch

Students have the daily option to bring a lunch from home or purchase a lunch ticket for a prepared meal at school. Students who bring lunches from home are able to ask a volunteer serving in the lunchroom to heat their meal for them in the microwave.

For prepared meals, the school has a different restaurant cater a specified menu each day. Tickets are purchased before school and turned in for that day’s meals.

The school is a closed campus throughout the day, including lunch.

E. Bell Schedule

Gilbert Christian High School

Period 1	8:00-8:49
Period 2	8:53-9:41
Period 3	9:45-10:34
Period 4	10:41-11:29
Period 5	11:33-12:22

Lunch 12:22-12:50

Period 6	12:51-1:39
Period 7	1:43-2:31
Period 8	2:35-3:25

Gilbert Christian Junior High School

Period 1	8:00-8:49
Period 2	8:53-9:41
Period 3	9:45-10:34
Period 4	10:41-11:29

Lunch 11:29-11:58

Period 5	11:59-12:47
Period 6	12:51-1:39
Period 7	1:43-2:31
Period 8	2:35-3:25

F. Lost and Found

All articles of clothing and athletic gear should be plainly marked with the owner's name. It is a student's responsibility to keep track of his/her personal belongings.

There are two places to check for lost items:

Lost and Found Cubbies: Located in the hall just outside of the cafeteria doors.

For more valuable items such as keys, glasses, wallets, and cell phones, please check the office.

G. Communicating With the School

1. Reaching Your Student During the Day

In case of an emergency, parents should call the office at 480-279-1366. The office staff will take a message and make every effort to locate the student. Students may not use cell phones during the school day.

2. Reporting Absences

When a student is sick, late, or has to leave the campus before the end of the school day, parents should notify the school by 8 a.m. If a student is absent during the school day, he/she should not plan to participate in athletics or after-school activities, which include drama and choir. A student should be prepared for tests scheduled on the day of his/her return.

3. Providing the School with Contact Information

The school directory is available on RenWeb.

Families should supply the school with all phone numbers and e-mail addresses that will aid in notifying parents in an emergency.

4. Updating Contact Information

If a family's home or work address, telephone number, or e-mail address changes during the year, parents should submit changes in writing to the registrar at registrar@GilbertChristianSchools.org.

Obtaining accurate contact information is very important to the school. Parents are asked to refrain from telephoning the school about changes to contact information. To ensure accuracy, it is important that the school receive written notice of these changes.

All e-mail addresses will be used during an emergency. If parents do not want their e-mail address to be used for general school communications, they should notify the school office.

5. Emergency Communications

During an emergency, parents may obtain more information by visiting the school web site, the Administrator's blog, or listening to local media. At the same time, the school will try to contact parents directly via e-mail or by phone.

Web Site: Parents should check on the front page of the school's web site (www.GilbertChristianSchools.org) to retrieve emergency information posted.

Local Media: The school may also notify local radio and television stations with emergency information that it wishes to communicate to parents.

H. Gifts for Faculty and Staff

Families wishing to express appreciation and support for individual teachers and staff members are asked to respect the following guidelines:

Students and parents can let teachers and staff members know that they are appreciated daily through their actions and words. Just before Christmas and at the end of the school year, some parents donate cash and/or SCRIP cards to be placed in an envelope for a teacher. This gift is presented to the teacher just before the break. Other parents provide gifts or gestures which may include personal notes or homemade or perishable items such as food, plants, or flowers. Parents are never under any obligation to provide a gift.

Parents are not to expect other parents to give gifts to any teacher or staff member.

Guidelines for Students

A. Major School Rules

Students are expected to conduct themselves in a God-honoring manner. Violations of major school rules may subject a student to discipline, including expulsion. The Administrator has the final say in all matters of discipline. The school reserves the right to require the withdrawal of any student from the school when in the opinion of the Administrator, such action would be in the best interest of the student or school.

Violations of the Major School Rules

The Dean of Students handles most discipline processes for GCS and makes recommendations to the Administrator in cases which, in his judgment, should involve him. Decision of the Dean of Students may be appealed to the Administrator, who may seek consultation, if appropriate, of the school board.

1. Respect

The failure (in actions or words) to treat other people, including other students and members of the faculty and staff, with dignity, respect, or courtesy is considered a violation of rules.

2. Drugs and Alcohol

The school's policy on the use of drugs and alcohol reflects and supports the laws of Arizona. Possession of alcoholic beverages by minors under the age of 21 is prohibited. Gilbert Christian Schools expects parents to support the school in a constructive and collaborative manner. More specifically, the school emphasizes the following points as violations of school policy and rules:

- a. Using or possessing alcoholic beverages or illegal drugs anywhere on campus.
- b. Being under the influence of alcohol or illegal drugs on campus.
- c. Using or possessing alcohol or illegal drugs before or during functions sponsored by Gilbert Christian Schools – or by other schools – regardless of where the functions are held. This category includes visits made by Gilbert Christian students to colleges or other high schools, as well as situations in which the student is representing the school.
- d. Providing, selling, giving, or dispensing alcohol or illegal drugs to another student, regardless of location.
- e. Students hosting social events at which alcohol or illegal drugs are consumed by students.

Gilbert Christian Schools also expects parents not to host, permit, or facilitate by inadequate supervision social events at which alcohol or illegal drugs are consumed. Such events will result in the Administrator's reviewing, with consultation of the school board, the status of the host student.

3. Weapons

The use or possession of guns, firearms, knives, or other weapons anywhere on campus is prohibited.

4. Violence or Threatened Violence

Physical violence or threats of physical violence that injure or endanger another person or cause a reasonable person to be in fear of injury or endangerment are not allowed.

5. Tobacco Use

Tobacco may not be used on the Gilbert Christian Schools campus.

6. Vandalism

Vandalism is forbidden.

7. Repeated Absences

Repeated, unexcused tardiness or absence from school functions is a violation of major school rules.

8. Misuse of Computers

Students must observe the school policies regarding the use of computer technology. The students will agree in writing to the Computer/Internet Access Acknowledgement.

9. Dishonor

Any action, whether committed on the Gilbert Christian Schools campus or elsewhere, that brings discredit on the name of the school violates a major school rule.

B. Other School Rules

1. Restroom Usage

Usage of restrooms will normally be limited to time between classes. Teachers may allow students to use the restroom during class time on a limited basis or when an emergency arises.

2. Lockers

GCS uses open lockers. Students are reminded and urged to not leave money, jewelry or anything of value in their lockers at any time. If you do so, you run the risk of these types of items being stolen. The school cannot be responsible for items stolen from lockers.

3. Books

Books are assigned at the beginning of a course. Students are expected to keep their books in the same condition as they received them. There is to be no writing in the books. Students will be accountable for their books and may be required to reimburse the school for excessive wear and tear.

4. School Bus Regulations

Students who ride a school “activity” bus or vehicle are always under the supervision of the driver, who has as much authority as any school official. Because the driver has the safety of occupants to consider, misbehavior will not be tolerated. Students involved in school activities are expected to ride to and from these events on school transportation. Parents and guardians may only remove students from school transportation if they furnish a written note to the administrator in advance of the event.

5. Reporting to the Office

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

6. Leaving School During the Day

GCS is a closed campus. Junior and high school students are not to leave the school by themselves, or in groups, without school official supervision during the school day. They may only do so if they are excused by a parent for doctor/dental appointments or serious family matters requiring their immediate presence. The school will not approve parent requests for students to leave unaccompanied during the school day for recreational purposes, including lunch. Students given permission to commute to school are under parental authority and supervision until they arrive on the school campus, and immediately upon leaving it. Students given parental permission to leave campus become the parent's responsibility and liability as soon as they have left campus. Student drivers may not go to their own, or someone else's, car during school hours, without permission of the Dean of Students or the Administrator. Failure to comply with these rules may result in suspension.

7. Items Not Allowed at School

Students should not bring to school or use anywhere on the Gilbert Christian Schools campus any items that present dangers to themselves or to others or that are incompatible with the culture we seek to create here. Administration officials retain discretion in identifying these items.

Electronic music devices are often lost or stolen. The items also diminish the sense of community we hope to establish during school hours. They may only be used on campus before, or after, school hours.

8. Cell Phones

Students are not allowed to use cell phones before school or during school hours when on campus. After school, students may only use cell phones outside of the classrooms.

In case of an emergency, students must go to the office to place a telephone call.

If a student is caught using a cell phone on campus before or during school hours, the student's cell phone will be retained by the school for two weeks and may only be picked up by the parent.

9. Food and Drink

Food and drink (other than water) may not be consumed in school buildings except in the lunch room and the courtyard, unless students are under the direct supervision of a teacher.

10. Saturday School

There are times when consequences are given to redirect student behavior. Saturday morning detention was instituted so students would not miss valuable class time. One-to four-hour Saturday morning detentions may be assigned by the Dean of Students as deemed necessary. Students must be on time. Failure to comply with the rules or serve on the assigned Saturday morning may result in suspension.

11. Drop/Add

Students who wish to change classes must receive permission from both parents and the Curriculum Director (for high school students, after sign-off by the College Advisor and Dean of Students). Forms are available in the office.

12. Empty Classrooms

Empty classrooms should always be locked. Students are not allowed to be in a classroom unless accompanied by a teacher.

C. Policy on Conduct

Gilbert Christian Schools is committed to providing a healthy school environment, free of physical or verbal abuse or other unprofessional, unlawful, or dishonoring-to-God conduct, including the use of alcoholic beverages by minors and the use of illegal drugs or substances by any person. Gilbert Christian Schools does not tolerate harassment of any type. This includes bullying or sexual harassment of any kind. Personal displays of affection between students are not permitted on campus.

Students who feel that they have been subjected to unprofessional or unlawful behavior by any adult connected with the school or by another student should bring their concerns immediately to the attention of the Administrator, Dean of Students, or the office manager. All complaints of unprofessional or unlawful behavior will be investigated and, if it is determined that unprofessional or unlawful behavior has occurred, appropriate corrective action and disciplinary measures (up to and including dismissal or expulsion) will be taken.

D. Dress Guidelines

To promote a standard of dress consistent with the school's goals for conduct and academic excellence, Gilbert Christian Schools requires students to follow the guidelines listed below. The school also asks parents to monitor their student's dress and grooming before he/she leaves for school each morning. The school believes that rules alone cannot guarantee good appearance and therefore expects the spirit, as well as the specific guidelines below, to govern each student's manner of dress. All Gilbert Christian Schools students have the responsibility to dress modestly and in a manner respectful of the learning environment of the school. Students must be in uniform when on campus, including before class hours and until 5 p.m., unless "dressed out" for a GCS activity or sports program.

- Boys must be well groomed; beards and mustaches are not allowed.
- Boys and girls clothing must be neat, clean, in good repair, and appropriately sized.
- All equipment and articles of clothing should be marked with the student's name.
- Students may not wear hats indoors. If wearing jackets, sweaters, or sweatshirts, the GCS logo must be visible.
- Examples of other unacceptable clothing include heavy boots, skate shoes, slippers, sweat pants and leggings.
- Jewelry should be worn in moderation.
- No visible tattoos or body piercing other than earrings for girls.
- Makeup may be worn in moderation for 6th-12th grade girls.
- K-6 students must wear solid color pants or shorts with a Lands End uniform polo shirt. No camouflage or plaid bottoms – solid only.
- No "undergarments" may be worn as "outer garments" or be visible at any time (e.g. camisoles for girls, boxer shorts for boys).
- On Fridays all JH/HS students may wear GCS "Spirit," or current team uniform T-shirts.
- Grades 7-11 students must wear pants or shorts that are solid color in tan khaki, black, or navy without embellishments, along with a GCS uniform polo shirt.
- Seniors - same as grades 7 - 11, but may also choose to wear jeans.
- Shorts are to be "Bermuda" length and no more than two inches above the knee.
- All K-12 students are to wear their school uniforms to all off-campus activities. Sports activities are an exception. Students must meet the uniform policy for each sport in which they participate.

E. Discipline and the College Application Process

College visits are a privilege. In a school year each grade has a certain amount of days to visit colleges without the requirement of making up the daily school work for the days missed. Long-term projects continue to fall under the responsibility of the student. College visit requests must be submitted at least two weeks before the planned visit. The College Visit Request Form must be turned in to the Dean of Students (with the parent's signature) and the College Counselor.

The days allowed are as follows:

Sophomores (10th) - one day

Juniors (11th) - three days

Seniors (12th) - three days

Any additional college days over the limit are treated as normal absences.

When asked as part of the college application process, the school will notify colleges of disciplinary or honor infractions resulting in suspension or expulsion. If a senior's academic or personal record changes after college applications have been filed, these changes will be reported to the college he/she has applied to. We expect and counsel students to provide colleges a written account of any disciplinary incidents in which they have been involved and to explain how they have been affected as a result.

F. Foreign Students

Non-U.S. resident foreign students must be high school level, pass the GCS minimum TOEFL requirement, be sponsored by a licensed agency, and while attending GCS, live with a reference-checked Christian family, preferably one from Gilbert Christian Schools.

G. Child Abuse and Neglect Guidelines and Procedures

Gilbert Christian Schools is committed to providing the best possible and most appropriate learning experience for its students. Arizona law requires all school employees to report suspected abuse or neglect to the proper authorities in order that the student may be helped. If a teacher or staff member suspects abuse or neglect, he or she is to report his or her concerns to the Administrator immediately. A report will then be made to Child Protective Services or the Gilbert Police Department. The intent of any such report is to protect the student from possible harm and to strengthen the student's own family. Please be assured of the school's continued interest in the concern for the education and welfare of its students and the well-being of its families.

Attendance

Attendance Policy

When a student is sick, late, or has to leave the campus before the end of the school day, parents should notify the school office (480-279-1366) by 8 a.m. A student should be prepared for tests scheduled on the day of return. If a student is absent from school the day of an activity, he/she may not participate in a scheduled evening event (sports games or practices; drama, or choir practices). If a partial absence on the day of an event is incurred, the student must present a note from a doctor or dentist stating the medical reason for the absence and a release to participate.

If the Administrator has decided that credit will not be forfeited, then once a student has missed his/her 11th class period in a particular course, the school may lower the student's semester grade. The student will, however, be required to continue attendance in that class for the remainder of the semester unless the student has been removed for disciplinary reasons.

A student missing ten classes in a semester, excused or unexcused, in a particular course will meet with the Dean of Students. In consultation with the classroom teacher, the Dean will make a recommendation to the Administrator on whether credit for the semester has been forfeited.

A student missing five classes in a semester, excused or unexcused in a particular course, will receive notification that his/her standing in the course may be in jeopardy because of the number of absences. The Dean of Students will speak to the student, as well as phone and e-mail the parents of the warning.

1. Excused Absences

An excused absence may be one of the following:

Activity Absence (AA):

If a student misses a class for a school activity (i.e., field trips, Gilbert Christian sports team, etc.), the office staff will notify the teachers. Parents do not need to report the absence to the office. Class work missed does not affect the student's grade. Activity Absences are set by the Administrator only.

Absence – Makeup (AM):

A parent must contact the office by phone or note on the day of the absence to request this absence for sickness or family emergency. Absences requested for other purposes should be directed to the Dean of Students as far in advance as possible. As the student is still responsible for the work missed, parents should contact each teacher to develop a make-up plan.

Leaving Campus:

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

2. Unexcused Absences

An unexcused absence is any absence not verified by a parent to the school the day of the absence or when a parent is unaware of their student's whereabouts when contacted by the school. The student is responsible for the work missed.

3. Tardiness

Any student entering the classroom after the bell has rung and who does not have an excuse from a faculty member or the administration will be considered tardy.

- Any student arriving late to school must check in at the office before going to class.
- Once a student exceeds three tardies per quarter, he or she will be placed on detention for a period of 30 minutes for that tardy and further tardies. In addition, each tardy after six (per quarter) will be counted as an absence in that class in accordance with the attendance policy.
- A tardy as a result of doctor, dental, or orthodontic appointments will be considered an excused tardy.

4. Specific Details

- Each one-day illness will count as one day's absence for attendance purposes.
- An illness of four or more consecutive days, confirmed with a note from a physician and reported to the Dean of Students by phone or in person by the parents, may be considered for a reduced number of absences at the Dean's discretion. Doctor/dentist/orthodontist appointments count as the time missed unless absences lead to four or more consecutive days.
- Other absences that count as one day missed (for each day) are: family vacations; state sports tournaments as spectators, and other personal leave absences.

Academic Programs

A. High School Academic Expectations

The academic program at Gilbert Christian High School is more than “just courses to take.” Our hope is to help build a four-year program that will be cohesive, that will help equip students to serve both God and their neighbor, and to prepare them for further education and/or a career.

- Students are expected to carry a full academic load for eight semesters. Early graduation is not normally permitted.
- The minimum requirements for graduation for the state of Arizona are just that: the bare minimum and not the normal expectation at Gilbert Christian Schools.
- Students are required to register for one course in Biblical studies each year. For details, see Bible Course Descriptions.
- If students transfer from another school, they may find that some courses on their transcript do not meet Gilbert Christian Schools requirements for graduation, even though the course titles may be identical. The Curriculum Director and College Counselor will assist in this process.

B. Course Listings and Requirements

The school publishes a “Course Catalog” outlining the courses offered for junior and senior high school, as well as the requirements for graduation. The Course Catalog is also posted online for your convenience.

C. Back-to-School Nights

On the first Tuesday evening of the first full week of school, parents and students are invited to “Pie and Praise.” Families enjoy dessert, sing praise songs, and meet parents, families, and teachers.

D. Monitoring Student Progress

Parents receive reports at the end of each academic quarter. Letter grades are earned on all academic and non-academic courses at those times. The semester grade represents the average of the two quarters. Throughout each quarter students are monitored weekly by their teachers. Parents are notified, usually by the subject teacher, when students are behind. A course of action usually accompanies the notification. Parents are encouraged to contact the student’s teachers by visit, phone, or e-mail with any questions.

E. Standardized Testing

Gilbert Christian Schools expects all students to participate in standardized testing. The exception to this rule is for 11th and 12th grade students who have earned an “exceeds” score for a particular subject on the Arizona AIMS test.

Students have the option in grade 10 and 11 to take the PSAT for an additional fee.

GCS offers Advanced Placement courses. Advanced Placement examinations are required in those courses.

Subject to the requirements of the college they wish to enter, students in Advanced Placement courses may receive college credit on the basis of the College Board examination results.

F. Homework

As a general rule, we do not assign homework to extend an idea or activity started in class. The GCS Active Learning Approach to education requires each student to meet his or her individual daily goals for individual classes. When homework is assigned, the reason is usually the result of the student not completing their individual goals during class time. Some courses are exceptions.

G. Report Cards and Progress Reports

Gilbert Christian Schools reports to the parents and students four times a year on academic progress. Report cards for junior and senior high and learning contracts and goals for K-6th grade are issued at the end of every quarter. These reports will be given at conferences. Parents and students are expected to meet with the teachers each quarter at conferences to provide communication between parents, students, and teachers.

H. Transcripts and Academic Standing

An official transcript is created and maintained for all high school students (9th-12th grades) which contain semester grades, cumulative GPA, volunteer hours, and credits earned. Parents should notify the College Counselor to request an official transcript to be sent to colleges applied to.

I. Grading Philosophy

The GCS curriculum is designed for college-prep requirements and academic rigor. Grades are calibrated to reflect skill, achievement, and effort relative to competitive standards and distinguish peer accomplishment. Grades must be given with academic integrity according to published criteria approved by the Administration. Courses which cannot establish differentiable letter grades will issue “Pass” or “Fail” designations. These are not calculated in the GPA.

J. Testing

Tests are not a contest between the student and the teacher. Tests are designed to help the student and teacher see how well the student is accomplishing the goals of the course so that appropriate help can be given.

Most tests will be created by the teacher, but may be textbook publisher-provided exams in specific courses. They range all the way from individually tailored essay questions to skills tests in PE. Sometimes in preparing for these tests, it is just as valuable for the student to learn the teacher’s expectations as it is to learn the course content.

K. SAT/ACT Tests

Students bound for colleges that require the SAT or the ACT can get information from the College Counselor. Students are encouraged to take these tests in the spring of their junior year. Scores will be posted on the GCHS transcript.

L. Arizona AIMS/DPA/TerraNova

All students, grades K-12, take the TerraNova, AIMS DPA, or the High School AIMS test in the spring. These tests are another tool to help parents, students, and teachers measure the students' progress in their academic areas.

The only exception is for the High School AIMS, which may be given also in the fall to juniors and seniors who have not previously exceeded in a particular subject in order to assess their continuing progress.

M. Semester Academic Distinctions

1. **Principal's List**

Students who earn a GPA of 4.0 for the semester.

2. **Dean's List**

Students who earn a GPA of at least a 3.75 for the semester.

Both lists will be recognized in the monthly school newsletter the following month.

High School Graduation

A. GCHS Diploma

A GCHS diploma is awarded at commencement to qualified students upon the recommendation of the faculty and approval of the Administrator. To qualify for a diploma a student must satisfy the requirements set forth in the current course catalog and meet all state standards (some international students may be exempt).

B. Goals

We want to help students plan well so they may:

- become well-rounded Christians, exploring new areas of study;
- develop their gifts and strengths;
- balance their course load over their years at GCS;
- prepare for post high school interests, such as college, university, service, mission, or work; and
- prepare for tests required for college admissions (e.g., SAT, ACT).

C. General Requirements

All Gilbert Christian High School students are encouraged to develop their talents within the widest possible scope of academic disciplines. Our minimum requirements for graduation are higher than those required by Arizona state law.

To graduate with a Gilbert Christian High School diploma, you must earn at least eight of your last year credits at GCHS (senior year). Student transfers may graduate from GCHS as long as their last eight credits are from GCHS and they have been enrolled full-time for the previous three years of high school. Approval from the Administrator is required for exceptions.

To participate in graduation exercises, the diploma recipients must successfully complete all graduation requirements by the last day seniors meet for classes. An exception may be granted by the Administrator for a student who fails a class during the senior year, has demonstrated a positive attitude toward the course, and is willing to contract for make-up work during the summer. All work must be completed within 31 days of receiving the failing grade.

Note: The State of Arizona minimum course requirement for graduation cannot be waived under any circumstances.

No student may graduate without earning a minimum of 32 credits. The required class load is eight classes per semester. Credits are awarded by semester with two semester credits equaling one full credit. Transfer students' credits will be assessed on an individual basis by the Administrator.

Electives are for the purpose of allowing students to develop their specific interests. Electives are required credits toward earning a diploma.

D. Credit Requirements

Listed below are the annual credits and requirements to receive a high school diploma from Gilbert Christian High School, the minimum requirements to receive a high school diploma in Arizona, and the minimum requirements for admission to an Arizona state university.

Subject	GCHS Req.	Current Arizona Req.	Arizona University Req.
Bible	4	0	0
English	4	4	4
Social Studies	3	2.5	2
Math	4	4	4*
Computers	1	0	0
Lab Science	3	3	3
Foreign Language	2	0	2**
Fine Arts	2	1	1
Physical Education	2	0	0
Electives	6	8.5	0

* Algebra 1 and above or SAT math score 540

** Two years of the same language

E. Class Rank

Gilbert Christian Schools reports class rank only when required by colleges for admission and to determine the valedictorian and salutatorian at graduation. Ranking points are determined by the students' quarter grades of all high school years through the third quarter of the senior year. An A+ grade is only awarded in core courses (those required by GCS for graduation in math, science, languages, social studies, and Bible) earned by the student for exceptional performance (above 100 percent) against approved and published gradesheet criteria. Students are encouraged to enroll in classes that will prepare them for the major and college of their choice.

Grade	Ranking Points
A+ (or A in AP/Honors)	4.333
A	4.000
A-	3.667
B+	3.333
B	3.000
B-	2.667
C+	2.333
C	2.000
C-	1.667

F. Qualifications for Valedictorian and Salutatorian

1. To earn the distinction of either valedictorian or salutatorian, a student must be a member of the senior class and have attended Gilbert Christian High School for seven consecutive semesters. Eligibility is determined by the Administration and will include assessment of character, behavior, activity and participation.
2. Final averages for all awards will be based on grades earned through the third quarter of the senior year.
3. The eligible student with the highest cumulative ranking points will be named valedictorian. The eligible student with the second highest cumulative ranking points will be named salutatorian.

G. Graduation Recognition

Qualifications for Honors recognition at graduation: To earn the distinction of recognition, a student must be a member of the senior class and have attended Gilbert Christian High School for seven consecutive semesters. Final averages for all awards will be based on grades earned through the third quarter of the senior year.

H. Graduation Awards

Valedictorian and salutatorian will wear pendants and speak at graduation.

- Seniors with a cumulative GPA of 4.0 will wear a gold stole at graduation.
- Seniors with a cumulative GPA of at least a 3.75 will wear a gold cord at graduation.
- Seniors who receive the Excellence in Volunteering Award will wear a purple cord at graduation.

I. College Counseling

College applications are filed in the fall and early winter of the senior year. The GCHS College Counselor is available to help each student with the details of the applications, general guidance and essay advice. Students should consult the web sites of colleges to which they are applying or meet with the college admissions advisors for more details.

J. Payment of Tuition and Fees

To receive a diploma at the graduation ceremony, the student's tuition and fees account must be current.

K. Graduation Honor for Excellence in Volunteering

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

- A purple cord at graduation
- A special seal on their graduation diploma
- A notation of the honor on their transcript

The Excellence in Volunteering will be awarded to students for their completion of 150 hours of unpaid service throughout their four years of high school. At least 30 hours need to be earned in more than one category.

List of approved activities:

Category A

Assisting or coaching any sport or athletic activity. Helping a teacher or office staff with any school-related project. Travel and hanging-out times does not count. Time must be spent outside of school hours.

Category B

Missions work or raising money for missions work. Hours spent planning the project will count.

Category C

Teaching Sunday School or assisting children in younger classrooms at church.

Category D

Tutoring or babysitting outside of school time without receiving any pay.

Category E

Any time spent after school or on weekends that is a missions-related school organized activity. An example would be collecting and sorting cans on Saturday for the fall Food Drive.

Category F

Volunteering time at non-profit secular charities after school or on weekends.

Applications and timesheets are available on the GCS web site or in the school office.

Health

A. Speech Therapy

Speech therapy is offered to any student who meets the requirements of a speech delay and/or disorder. Parents and/or teachers may submit a form to request an initial screening from the speech therapist. If it is determined that further speech testing is needed, a parent permission form will be sent home. After an evaluation, if the child is found to be more than one standard deviation below the mean for articulation and/or more than two standard deviations below the mean, a parent meeting will be requested. If it is determined that therapy would be beneficial, then services will begin in the school setting. Services will be offered once a week in individual and/or group settings.

B. Health Aide

All school staff and volunteers directly working with students are required to maintain valid CPR certification. The school has a Health Aide trained in CPR and First Aid. The school also has access to an on-call school nurse and provides an infirmary for students to rest and wait for parents to bring them home. A student who is injured or who feels ill during the course of the day may request permission from his/her teacher to see the Health Aide. The Health Aide will attend to the student's concerns and advise the student about continued class and athletic attendance for the day. The Health Aide 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.

C. Immunizations

All students must be in compliance with current immunization guidelines. Parents should review their child's immunization record with their child's physician.

D. Communicable Disease Guidelines

If a student has nausea, vomiting, diarrhea, or an elevated temperature (100° F or more by thermometer), the child should be symptom-free for 24 hours and without an elevated temperature for 24 hours before returning to school.

In order to maintain a healthy environment, the school asks that families observe the following guidelines:

- If a student has strep throat, he/she should stay home at least 24 hours after the first dose of antibiotics has been administered.
- If a student has conjunctivitis (pink eye), he/she should stay home for 24 hours after the first dose of medicine has been administered. The student's eyes should be free of drainage before returning to school.
- If a student has head lice, he/she must be treated and be louse- and nit-free before returning to school. If the lice are discovered during the school day, the school will call the parent or guardian to pick their child up at school. The school Health Aide will need to check the child before he/she returns to the classroom.
- If a student contracts measles, meningococcal meningitis, mumps, pertussis (whooping cough), rubella (German Measles), tuberculosis, chicken pox, Lyme disease, hepatitis A, or other communicable diseases or food-borne illnesses, please notify the school Health Aide.

E. Medication

Medications taken during the school hours must be administered by the school Health Aide (or additional office staff trained to administer medications for a particular student). The exception is asthma inhalers, which may be carried by students if a permission slip is signed by parents.

The Gilbert Christian Schools Medication Administration Release form (available in the office) must be completed and signed by the parents/guardians and physician.

Medication must be in the original container with the pharmacy label, student's name, prescribing physician's name, medication name, dosage, and the time and route of administration.

F. 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.

G. EPIPEN

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

Athletic Program

Athletic Philosophy

“Do you not know that in a race all the runners run, but only one gets the prize?

Run in such a way as to get the prize.” I Corinthians 9:24

Athletic participation at Gilbert Christian Schools is a privilege granted to all students who voluntarily accept the rules and regulations outlined by the school.

The athletic program is an integral part of the school’s total educational process. Christ-centered promotion of athletics that contribute to the overall development of the confidence, skills, and Christ-like character of our student-athletes will be the focal point. Athletics provides unique opportunities for increased physical strength, stamina, and discipline while teaching the value of cooperation, effort, and determination. The Athletic Department will strive to provide the most number of activities for the most number of students possible. The emphasis will be on producing the most competitive teams possible. All sports will be guided from the varsity level down to the lowest level at which we provide that sport. Clean and safe environments, both physical and emotional, will be provided at all times. In all athletic considerations, an emphasis on maintaining high academic standards will be advocated.

The athletic program provides opportunities and emphasizes definite goals which are difficult to duplicate or achieve in other school activities or in later life. The desire is that athletics is an enriching and healthful experience in which spiritual, physical, mental, and social growth can be stimulated through inter-scholastic competition.

A genuine understanding of the athletic code, realized through administration, coach, student and parent meetings, in which association and school rules are explained, will help to bring about a greater understanding of the goals and objectives of the Athletic Department. In accordance with the Arizona Interscholastic Association’s regulations, enforcement of the athletic code is the responsibility of the school, parents, and athletes on a year-round basis.

Gilbert Christian Schools strongly encourages every junior high and high school student to participate in the athletic program which is an integral part of the school.

Recognizing the importance of Godly adult role models in athletic endeavors, the school considers all of its coaches to be members of the staff and will always attempt to recruit coaches with excellent credentials and experience.

A system of younger-aged teams is being developed to support our varsity teams.

If sufficient interest and numbers justify the organization of intramural teams at the high school level for those desiring to play a certain sport but are unable to qualify for varsity or junior varsity teams, that will be considered.

Any student who participates is expected to be at all practices and games. The students are also expected to be respectful to their coaches, teammates, competing teams, officials, and fans. Students are always to put forth their best effort in all practices and games.

A. Interscholastic Athletics - Junior High School

The following sports are available for Gilbert Christian Junior High students:

	Boys	Girls
Fall	Soccer Football	Volleyball
Winter	Basketball	Softball Cheer
Spring	Baseball Golf	Basketball

Gilbert Christian High School participates in sports as a member of the Arizona Interscholastic Association. Gilbert Christian Junior High School participates in the Valley Christian School League (VCSL). Fifth-and sixth-grade participation is in volleyball and basketball through an independent elementary league.

B. Interscholastic Athletics – High School

The following sports are available for Gilbert Christian High School students:

	Men	Women
Fall	Soccer Cross Country Swim	Volleyball Cross Country Swim
Winter	Basketball	Basketball Cheer
Spring	Baseball Golf	Softball Tennis

Individual sports may require participation on Saturdays and during fall, winter, spring, and summer vacations. Students and parents are encouraged to discuss with coaches the commitment required.

Parents should notify coaches if a sports practice interferes with a family-required, mid-week church activity.

That practice will be considered “optional” for the player, and there will be no penalty for missing practice.

Gilbert Christian School and AIA do not allow practices and games to be scheduled on Sundays.

C. Athletic Activity Fee Schedule

Athletic Activity Fees are assessed to partially offset the expense of the student athlete's participation in that sport.

HS Men	Each Sport	\$75
HS Women	Each Sport	\$75
	Cheer	\$100
JH Boys	Each Sport	\$50
	Football	\$150
JH Girls	Each Sport	\$50
	Cheer	\$100
5/6 Grade	Each Sport	\$35

\$300 maximum per year per family

Fee payments due: HS, after try-outs, and JH/5-6, prior to try-outs

Non- Gilbert Christians Schools Home School Students

High School	Each Sport	\$200
Junior High	Each Sport	\$200
5/6 Grade	Each Sport	\$75

\$500 maximum per family per year

D. Academic Eligibility

All GCS student athletes must have a minimum 2.0 cumulative GPA and 2.0 current-year GPA to be eligible for participation on school sports teams.

E. Code of Conduct for Spectators

Gilbert Christian Schools is committed to a challenging and extensive sports program. We expect God-honoring behavior at the athletic contest from all competitors, coaches, and spectators.

- We should conduct ourselves with courtesy, graciousness, and hospitality toward opponents and their fans as if they were guests in our homes.
- Respect the judgment and integrity of game officials and their authority.
- Make no derogatory signs, banners, or cheers directed toward officials, players, coaches, cheerleaders, or the opponents' fans.

F. Sports Outfits for Team Practices

Shorts must be at least fingertip length. Spandex and bike shorts are only allowed when worn under the sports shorts. Shirts must be modest in appearance (i.e., no tube tops, spaghetti straps, or visible midriffs).

G. Transportation

Transportation to and from games and practices will be on GCS activity buses. Students are not permitted to drive their cars to games or practices.

H. Participation

All athletic participants must have a physical submitted on the approved AIA forms. Proof of insurance is also required. Once this is turned in and verified, the student will be issued a Sports Eligibility Card. The coaches will not allow participation without the athlete presenting this card. Once a season ends, each athlete must turn in all uniforms/equipment within the coaches' mandated timeline. No athlete will be allowed to participate in another sport until all uniforms/equipment are cleared by the previous coach. After timelines for return are past, the student can be subject to suspension and/or fees for the cost of replacement.

If an athlete is absent from school the day of an activity, they may not participate in a scheduled evening event. If a partial absence on an event day is incurred, the athlete must present a note from a parent or doctor stating the medical reason for the absence and a release to play.

Performing and Visual Arts

As stated in the school mission, Gilbert Christian Schools aims to instill the skills necessary to further a student's education and to function in our society. Our classes in the performing and visual arts are an integral part of the education here in supporting that goal.

A. Performing Arts

1. Gilbert Christian Chorale

The Chorale is a non-auditioned, full year, mixed chorus of 9th- through 12th- grade students. In addition to its two traditional performances each year for the Gilbert Christian community, the Chorale performs in choral festivals, Christmas events, and a madrigal dinner.

2. Drama

The drama students are involved in many aspects of drama, including play presentations and reader's theater. This course is available for Junior and Senior students. Sophomores may apply for special consideration.

3. Gilbert Christian Chamber Orchestra

The Gilbert Christian Chamber Orchestra is a high school, performance-oriented group. The group has two evening performances per year for parents, family, and friends. In addition, the group has outside performances. The class will involve both orchestral and small ensemble experience.

B. Visual Arts

Gilbert Christian High School provides up to two years of visual art classes. For both classes the students are taught the fundamentals of Art and Design. The goal is to provide a solid background in visual art to allow our students to better appreciate the beauty of God's creation and a strong foundation for entering into professions which require these skills.

Student Computer and Internet Use

Computer Use

Students who use computers and the internet are subject to, and are expected to abide by, the computer agreement on policies and technology use and must sign the Computer/Internet Access Acknowledgment accepting such policies. In addition, Internet usage is regulated by the Honor Code, whereby any outgoing and incoming work must be specifically identified and presented as one's own. The school prohibits students from accessing unauthorized sites.

Gilbert Christian Schools provides computers, networks, and Internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. The Board believes that the resources available through the Internet are of significant value in the learning process and in preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable control for lawful, efficient, and appropriate use of this technology.

Student use of school computers, networks, and Internet services beyond classroom assignments is a privilege and not a right. Students are required to comply with this policy and the accompanying rules. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

While reasonable precautions will be taken to supervise student use of the Internet, Gilbert Christian Schools cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school, in violation of Board policies/procedures and school rules. The school system is not responsible for the accuracy or quality of information that students obtain through the Internet.

All junior high and high school students will be using school computers and Internet services as part of their regular curriculum and instruction. The student and the student's parent/guardian are asked to sign and return the Computer/Internet Access Acknowledgment. The school will retain the signed acknowledgement.

The technology coordinator and Administrator shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the Board of the need for any future amendments or revisions to the policy/rules. The Administrator may develop additional administrative procedures/rules governing the day-to-day management and operations of Gilbert Christian Schools' computer system as long as they are consistent with the Board's policy/rules. The Administrator may delegate specific responsibilities to others as he/she deems appropriate.

Student Computer and Internet Use Rules

These rules implement Board policy for Student Computer and Internet Use. These rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with Board policy and these rules may result in loss of computer and Internet access privileges, disciplinary action, and/or legal action.

A. Computer Use a Privilege, Not a Right

Student use of the school's computers, networks and Internet services beyond classroom use is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges, as well as additional disciplinary and/or legal action. The Administrator shall have final authority to decide whether a student's privileges will be denied or revoked.

B. Acceptable Use

Student access to the GCS computers, networks, and Internet services are specifically provided for educational purposes and research consistent with Gilbert Christian Schools educational mission, curriculum, and instructional goals.

The same rules and expectations govern student use of computers apply to other student conduct and communications.

Students are further expected to comply with these rules and all specific instructions from the teacher or other supervisor when accessing GCS computers, networks and Internet services.

C. Prohibited Use

The user is responsible for his/her actions and activities involving Gilbert Christian Schools computers, networks, and Internet services and for his/her computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

- Accessing/Transmitting Inappropriate Materials – Accessing, submitting, posting publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal;
- Illegal Activities-Using GCS computers, networks, and Internet services for any illegal activity or activity that violates other Board policies, procedures, and/or school rules (such as encouraging the use of tobacco, alcohol, or controlled substances);
- Violating Copyrights – Copying or downloading copyrighted materials without the owner's permission;
- Plagiarism – Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher, and web site must be identified;
- Copying Software – Copying or downloading software without the express authorization of the system administrator;
- Non-School-Related-Uses - Using Gilbert Christian Schools' computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising, or solicitation purposes or any other personal use;

- Misuse of Password/Unauthorized Access- Sharing passwords, using other users' passwords without permission, and/or accessing other users' accounts; forging or attempting to forge electronic mail messages;
- Malicious Use/Vandalism- Any malicious use, disruption, or harm to Gilbert Christian Schools' computers, networks, and Internet services, including hacking activities and creating/uploading or computer viruses; and
- Unauthorized Access to Chat Rooms/News Groups- Access chat rooms or news groups without specific authorization from the teacher, supervisor, or Administrator.

D. No Expectation of Privacy

Gilbert Christian Schools retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by GCS. Gilbert Christian Schools reserves the right to monitor all computer and Internet activity by students. Students should have no expectations of privacy in their use of school computers, including e-mail and stored files.

E. Compensation for Losses, Costs, and/or Damages

The student and/or the student's parent/guardian shall be responsible for compensating Gilbert Christian Schools for any losses, costs, or damages caused by use in violation of policy.

F. School Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use

Gilbert Christian Schools assumes no responsibility for any unauthorized charges made by students including, but not limited to, credit card charges, long-distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

G. Student Security

A student shall not reveal his/her or any other student's/classmate's full name, address, or telephone number on the Internet. Students should never meet people they have contacted through the Internet without parental permission.

Students should inform their supervisor if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

H. System Security

The security of GCS computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the teacher, supervisor, or system administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action. No non-GCS personal computers/laptops may be used by students to access the GCS wireless network.

I. Parental Permission Required

Students and their parent/guardian are required to sign and return the Computer/Internet Access Acknowledgement Form before being allowed to use school computers beyond classroom use.

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