



**PreK-8th Grade Student
HANDBOOK
2011-2012**

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This handbook has been prepared for Gilbert Christian Elementary and Gilbert Christian Middle 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.

The School's History and Mission

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 and who come from a variety of churches, and professional backgrounds. Our parents and students come from a variety of different Christian churches, ethnic backgrounds, and economic circumstances. Most are residents of the East Valley, but also include many foreign students.

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

At GCS, 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 (Eph. 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, in 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 in 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 they 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.

Governance of the School

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

Kindergarten Entrance Age

Students registering for kindergarten must be five years of age prior to September 1 of the current school year.

Gilbert Christian Schools may admit children who have not reached the required age if it is determined by administration that it is in the best interest of the children. Such children must reach the required age of five prior to October 1 of the current school year.

A child may repeat kindergarten with parent approval, a teacher's recommendation, and the direction of Gilbert Christian School administration.

Classroom and Campus Discipline Guidelines

At Gilbert Christian Schools we see discipline as an integral part of the education teachers provide. We use passages like Hebrews 12 as a model where God's love is displayed for us in the discipline of His daughters and sons through corrective and instructive training.

There is no corporal punishment at our school. Hugs and encouraging touches on shoulders and arms are appropriate. Discipline may at times include loss of recess, heads down on desk, warnings, loss of star, in at lunch, or a visit to the office. Encouragement also plays an important role in training. Verbal praise, stars, stickers, encouraging comments and awards are all used to help the student know they are doing well.

General Classroom Management Principles

- Teachers smile, enjoy the class, and get to know each student. A safe, well-ordered and positive classroom is the best learning environment.
- Teachers expect respect for themselves, the students, and everyone.
- Teachers clearly communicate expectations early and often.
- Teachers do not raise their voices or speak harshly to students.
- Teachers do not use group consequences; however, group rewards and incentives are encouraged.
- Teachers begin with the least repressive consequence and move to greater consequences as needed.
- Teachers pray for students often and regularly.

General Student Behavior Guidelines

- Out of love for God you (student) should make choices that please God, parents, and the school.
- Always do your best. (Colossians 3:17)
- Listen and obey the first time direction is given.
 - Look at and listen to the teacher when he/she is talking.
 - Do not interrupt when others are talking.
- Respect all teachers and school personnel.
 - Acknowledge adults when they speak to you.
 - Follow directions given to you by any GCS staff.
- Respect others. Be kind in word and action.
 - Treat others the way you would like to be treated.
 - Encouraging and uplifting words are expected.
 - Apologize and seek forgiveness when you have wronged someone.
 - Be quick to forgive others.
- While working at your table:
 - Stay on task (be doing what you were asked to do).
 - Do your work without bothering others. Keep hands, feet, and objects to yourself.
 - Keep your work area neat and clean.
 - Do your best always!

**Discipline Procedures
Prekindergarten - 5th Grade**

Stars and Consequences (preK-5th grade only)

Every child begins the day with 5 stars. Stars will be taken away as a reminder to students to do their best. Students may also be required to lay their head down to regroup and think when a star is removed. At the end of the day, each child's planner will be marked to indicate his or her behavior for that day. The planner is signed by a parent each night and returned the following day. The 5 star scale is as follows:

5 stars: Amazing! What a day! All the rules were followed and the child had a productive day in class.

4 stars: Very Good! The child did not follow a classroom rule; however, the child was able to correct and move on to complete the day successfully.

3 stars: Good! The child had some trouble following classroom rules.

2 stars: Fair. Consistently the child had trouble following the classroom rules.

1 star or less: Poor. Child had great deal of difficulty following classroom rules.

**Discipline Procedures
6th-8th Grade**

Gilbert Christian Schools keeps high behavioral standards for middle school students. Consistent communication and enforcement of these expectations provide the framework needed to produce growth in academic excellence and godliness. Sixth through eighth grade students at Gilbert Christian Schools seek to meet these expectations:

Classroom Expectations

- Arrive to class prepared and on time
- Respect your teacher and classmates
- Stay on task with the lesson objective
- Remain seated the entire period
- Speak in turn
- Use only humble, pure, honest, encouraging, and obedient words
- Keep hands and feet to yourself
- Complete all assignments by the deadline given

Campus Expectations

- Use only humble, pure, honest, encouraging, and obedient words
- Respect campus property and those in authority
- Keep hands and feet to yourself
- Include others; don't make cliques
- Keep things just friends between boys and girls; no couples

Classroom Management

If a student fails to meet a classroom expectation the teacher will issue a “red card” to the student. This serves as a reminder to the student and is usually sufficient to get things back on track. If the student still continues with the misbehavior the teacher will issue an assignment to be brought home for parents to sign and return to the teacher. The teacher will follow up with the parents and so will the principal, if necessary.

Students will be sent to the office, with no exceptions for:

- Profanity
- Harm to self or others
- Destruction of property
- Cheating
- Out of uniform
- Cell phone usage

Detention

Detentions may be given as consequences for behaviors such as: not following classroom procedures, excessive tardiness, late work, or similar minor infractions.

Suspension

Suspension may be given for behaviors such as: disrespect to teachers, the use of profanity, and the destruction of property. Cheating and fighting are other examples that merit suspension for a consequence. Suspensions may be half a day to 2 weeks in length.

Behavior Plan

Students sent to the office for behavior issues 3 times in a semester may be put on a behavior plan designed to help the student correct his or her behavior. Behavior plans are signed by the student and parents. The middle school principal and the superintendent will monitor students on behavior plans. Students who do not make significant progress in their behavior will be subject to removal from the school.

Expulsion

Expulsion is an option that may be applied to students who violate a major school rule or who have an ongoing failure to abide by school rules. All expulsions will be made by the superintendent.

Dress Code Violation

Students who violate dress code will be issued clothing from the office which must be returned at the end of the school day. Repeat offenders may have other consequences such as detention or suspension.

Late Assignments

Students who are consistently late with assignments will be given detention and/or required study sessions after school.

Tardiness

We value punctuality at GCS. Students should arrive by 7:50 am to prepare for their first period class. A student is tardy for class when he/she is not prepared for class when the bell rings. In the event that a student needs to be late for the next class due to a legitimate reason the student should ask the teacher to write an excused tardy slip to

give to the next teacher. When a teacher records a tardy as excused it does not count against a student's attendance record.

As grace, students are given two unexcused tardies per class per quarter. Students who reach three tardies in a class will serve a 30 minute detention for every unexcused tardy in that class for the remainder of the quarter.

Absences

Generally speaking, students are not to miss class. Every day at school is important. Therefore, if a student misses over 10 class periods in any subject per semester there will be a review to determine if required work or a lowered grade is needed.

Cell Phones

Students are not allowed to use cell phones during school hours. The phone must be off (not on silence or vibrate but off). After school, students may turn their phones back on and use the cell phones outside of the classrooms. In case of an emergency, students must go to the office to place a telephone call.

If a middle school student is caught using a cell phone on the campus during school hours, the student's cell phone will be retained by the school for two days. At that point the phone may only be picked up by a parent at the end of the two day period. In the event of a second offense in the same school year, the phone will be retained for a two week period.

Violation of Major School Rules

Students are expected to conduct themselves in a God-honoring manner. Violations of major school rules (such as theft, bringing weapons to school, alcohol use, etc.) will subject a student to discipline; most likely expulsion. The school reserves the right to require the withdrawal of any student from the school, when, in the opinion of the principal, in concert with the superintendent, such action would be in the best interest of the student or school. Please refer to high school student handbook for specific violations of school rules.

Bullying

We, the superintendent, principals, teachers, and staff of Gilbert Christian Schools are committed to providing a compassionate, receptive and non-threatening atmosphere for each pupil whom God has entrusted into our care during school hours. We believe this to be an outgrowth of our values as an intentionally Christian community. The Bible teaches us that love and respect are foundations for our relationships with God and others. "Bullying occurs when a person or group is intimidated, frightened, excluded, hurt or discomforted by a pattern of behaviors directed at them by others." Greg Griffiths, Bullying in Schools – The Hidden Curriculum (2003) Bullying will be handled in a timely and fair manner, according to policy. Bullying is not to be excused by GCS staff or parents as "teasing" or "kids just being kids"; however, one-off incidents of inappropriate behavior do not constitute a pattern of bullying.

Problem Solving Procedures

In keeping with Matthew 18, most classroom concerns should be addressed directly to the classroom teacher. The building principal may also hear classroom concerns when appropriate. If the teacher does not address the concern in a timely or satisfactory manner, the parent may contact the building principal for additional support. If the building principal does not address the concern in a satisfactory manner, the superintendent may be contacted. The principal may also request that the superintendent be included in problem-solving discussions. Most decisions end with the superintendent, on rare occasions, a letter to the school board may be appropriate.

The School Day

The morning pre-kindergarten class begins at 8:00 and is dismissed at 10:45.

The afternoon pre-kindergarten class begins at 11:45 and is dismissed at 3:15.

The morning kindergarten classes begin at 8:00 and are dismissed at 11:30.

The afternoon kindergarten class begins at 11:45 and is dismissed at 3:15.

The 1st – 5th grade classes begin at 8:00 and are dismissed at 3:15.

The 6th – 8th grade classes begin at 8:00 and are dismissed at 3:25.

Promptness and Politeness in After School Pick Up

Please park or stay in your car when picking up your children. Cars left unattended in the car pool lanes impede the pick up process for everyone. We have a staggered pick up after school to assist in traffic flow. This should not be an excuse to leave your students at the office after school. Promptness in picking up your child at the end of the day is expected. Having several students in the office places an added burden on our teachers and office staff as they have other responsibilities and duties. Please follow the schedule:

Morning Pre Kindergarten	10:45 Dismissal Students must be picked up by a parent within 10 minutes of dismissal.
Morning Kindergarten	11:30 Dismissal Students must be picked up by a parent within 10 minutes of dismissal.
Afternoon Pre-K through	3:15 Dismissal

5th Grade Students must be picked up by a parent, adult, or approved sibling no later than 15 minutes of dismissal.

6th- 8th Grade 3:25 Dismissal
Students may stay on campus for after-school tutoring. The campus closes at 4:00 and should leave the campus at this time.

Students who have not been picked up on time from the classroom will be brought to the office. To assure the child's safety, a parent or authorized person will be required to sign the child out of the office. We recognize there are times you may be running late and your child will be at school beyond the regular pick-up time. If an emergency arises and you are running late, please call and let our office staff know of the situation. Repeat offenses to this policy will result in a phone call from the administration to assess the situation. Children unaccompanied by a parent, or guardian should not gather in the park after school. Gilbert Christian Schools is not responsible for children's behavior or safety in the park after school hours.

Drop Off and Pick-up Procedure

Parents please escort pre-kindergarten – 1st grade children to and from their classroom. Older students may walk to their classrooms unattended.

There is a playground aide on duty from 7:30 a.m. until 8:00 a.m. for preK through 5th grades. Students are not to arrive on the campus before 7:30 and must be on the playground and not the courtyard. There is no supervision available in the courtyard or playground before 7:30.

Emergency Student Release

Certain emergency situations may involve releasing students from school or relocating them at a time when parents expect their children to be at the school site. Student release will be implemented by a school administrator in times of extreme emergency that warrant its execution. Whenever possible, it is preferred that students remain at school during the academic day.

Students may be evacuated to a designated area, with students grouped as determined by the school. Each student is to be released to the custody of an authorized adult. GCS K-8 campus follows emergency procedures in compliance with NIMS.

Playground Rules

Students need to exit the lunchroom from the double doors and go thru the gate and across the soccer field to the playground.

No students may be in the hall or walking from the lunchroom to playground in the hall. Students attending music, computer lab, or tutoring must go directly to their classroom. Use kind words.

Keep hands and feet to yourselves.

Put your water bottle and lunch bag/box in the classroom tub on the playground.

No open containers of food on the field or playground.

No leaving the playground without first checking with an aide (bathroom, drink, etc.).

No running or running games (tag, monkey on the ground, etc.) on the playground equipment, swings, or basketball court. Running games on field only.

No jumping off, running under or thru, side swinging or twisting on the swings.

No hanging on basketball rims or nets.

No jump ropes, hula hoops, or balls on any playground equipment.

No jumping off of the spider web.

No climbing or hanging off of the soccer nets and field goals.

When the whistle blows, put away anything you are playing with, and pick up items left on the field as you go in.

Jump ropes are for jumping only-no tying up anything or anyone, and no tug-of-war.

CONSEQUENCES FOR NOT FOLLOWING RULES:

First reminder: Students will sit out for 5 min. with head down and 1 star removal

Second reminder: Students will sit out the rest of recess w/head down and 1 star removal

Third reminder: Students will go to principal's office

KING OF THE HILL RULES:

Only use kick balls-no soccer, volley or other balls allowed.

A maximum of 3 balls in play at a time.

No kicking balls while someone is walking in front of the kicking area.

No kicking balls back up the hill, you must roll it.

Students who are lined up to return to class should not be kicking or playing with any of the balls.

Anyone can play-no leaving anyone out. Children may not exclude others.

Cafeteria Rules

Walk at all times
No jumping, pushing or spinning in any lunch line, face forward always
No screaming or yelling in the lunchroom
No throwing any items
Make sure all your trash is picked up
Remind friends to pick up their trash too
Push your chair in
Raise your hand to be excused
You must eat what is in your lunch or take it home. No throwing uneaten food away
Use kind words

Fundraising and Service Projects

GCS believes that students should learn to serve others and support the Kingdom of God throughout the world (Matthew 28:18-20). Working together to reach these goals brings the joy of giving to the K-8 campus. The fundraising and service projects for the school year are determined by the student council and administration in June. Each spring new projects are prayerfully considered in light of school goals.

Communications

GCS families may not use our distribution lists in RenWeb or office mailboxes for personal or church-related matters. Throughout an academic year the office receives many requests for information to be shared with the school. As a general principle we do not advertise outside events, fundraisers, services, productions, concerts, etc. to our school community. If you have questions regarding this please contact the office manager. Any school-wide communication must be approved by an administrator.

Elementary Dress Code

To promote a standard of dress consistent with the school's goals for conduct and academic excellence, Gilbert Christian Elementary School requires students to wear a uniform and 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. Rules alone cannot guarantee good appearance; therefore, GCS expects the spirit, as well as the specific guidelines below, to govern each student's manner of dress. All Gilbert Christian Elementary 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 the campus closes at 4 o'clock unless "dressed out" for a GCS activity or sports program. All equipment and articles of clothing should be marked with the student's name.

Grooming and Modesty:

- Boys must be well groomed; hair must be trimmed above the collar and earlobes visible. Extreme haircuts or words/designs shaved into the hair are not acceptable.
- PreK-5 girls may not wear make-up.
- Girl's jewelry should be modest and age-appropriate. Girls may have pierced ears.
- Uniforms must be neat, clean, in good repair, and appropriately sized. Tight clothing, excessively baggy clothing or clothing with holes is not permitted.
- Indoors students may not wear hats, sunglasses, or heavy winter coats.
- All students are to wear their school uniforms on fieldtrips. Sports activities are an exception.

Shirts:

- Approved, solid color polo shirts with the GCS logo must be purchased from Lands End or Cloud9.
- Solid, long T-shirts/cami's underneath the uniform are acceptable as they provide extra warmth. A solid t-shirt/cami that provides a layered look is an acceptable and modest style.
- On Fridays elementary students may wear GCS "spirit" or GCS team shirts. Thursday, even if it is the last day of the school week, is not spirit/team shirt day.
- GCS polo shirts must extend below the waistband.
- The fit or style of the uniform polo may not be altered. For instance, knots, bows, sequins, or rubber bands may not be added to alter the uniform.

Pants, Shorts, Skorts:

- Students may wear cotton or cotton-blend chino or twill, black, navy, or khaki solid colored pants, shorts, cargo shorts, skorts or Capris.
- PreK- 5 students may wear blue or stone-washed denim jeans or shorts on any school day, but the jeans must be modest in cut, style, and fit. Embellishments that add color dimension or sparkle to the jeans are not allowed. Colored denim (other than traditional blue) is not allowed.
- Shorts and skorts are to be "Bermuda" length and no more than 4 inches above the knee as measured from the ground up when kneeling. Skorts must have attached shorts.
- Fabrics for pants should be cotton-blend or 100% cotton or blue denim.
- Nylon and knit fabric is not permitted.
- Not permitted: soccer shorts, athletic shorts, spandex, leggings, bike pants, sweat pants, pajama jeans, stretch jeans, legging jeans, skinny spandex jeans, jeans that reveal underwear, ripped, washed out, or distressed jeans.

Outerwear:

- Cloud 9 and Land's End carry a variety of approved outerwear with a GCS logo that is pullover, zippered, or buttoned in style. If you do not wish to purchase outerwear from Cloud 9 or Land's End, outerwear must be a solid color and zippered.
- On very cold days any heavy outerwear may be worn outside, but for inside warmth students should bring approved outerwear as described above to wear in the class room. Heavy outerwear is not worn inside the classroom.

Footwear:

- PreK-5 students must wear sports shoes everyday with socks. Shoes must be laced or velcroed at all times.
- Boys' socks must be one color (white, black, or navy) and no higher than mid-calf.
- Examples of unacceptable footwear include: boots, rolling shoes, slippers, Mary Janes, flip-flops.

Consequences:

Students not in compliance with dress code will be sent to the office to change into approved clothing. When the loaned uniform clothing is returned, the student will receive his/her personal clothing back.

Middle School Dress Code

To promote a standard of dress consistent with the school's goals for conduct and academic excellence, Gilbert Christian Middle School requires students to wear a uniform and 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. Rules alone cannot guarantee good appearance; therefore, GCS expects the spirit, as well as the specific guidelines below, to govern each student's manner of dress. All Gilbert Christian Middle School 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 the campus closes at 4 o'clock unless "dressed out" for a GCS activity or sports program. All equipment and articles of clothing should be marked with the student's name.

Grooming and Modesty:

- Boys must be well groomed; hair must be trimmed above the collar and earlobes visible. Extreme haircuts or words/designs shaved into the hair are not acceptable.
- Middle school girls may wear make-up in moderation.
- Girl's jewelry should be modest and age-appropriate. Girls may have pierced ears.
- Uniforms must be neat, clean, in good repair, and appropriately sized. Tight clothing, excessively baggy clothing or clothing with holes is not permitted.
- Indoors students may not wear hats, sunglasses, or heavy winter coats.
- All students are to wear their school uniforms on fieldtrips. Sports activities are an exception.

Shirts:

- Approved, solid color polo shirts with the GCS logo must be purchased from Lands End or Cloud9.
- Solid, long T-shirts/cami's underneath the uniform are acceptable as they provide extra warmth and length. A solid t-shirt/cami that provides a layered look is an acceptable and modest style.
- On Fridays middle school students may wear GCS "Spirit" or GCS team shirts. Thursday, even if it is the last day of the school week, is not spirit/team shirt day.
- GCS polo shirts must extend below the waistband.
- The fit or style of the uniform polo may not be altered. For instance, knots, bows, sequins, or rubber bands may not be added to alter the uniform.

Pants and Shorts:

- Students may wear cotton or cotton-blend chino or twill, black, navy, or tan khaki solid colored pants, shorts, cargo shorts, or Capris.
- Skorts and skirts are not permitted in middle school.
- On Fridays, Middle School students may wear blue or stone-washed denim jeans or shorts, but the jeans must be modest in cut, style, and fit. Embellishments that add color dimension or sparkle to the jeans are not allowed. Colored denim (other than traditional blue) is not allowed.
- Shorts are to be "Bermuda" length (at or above the knee) and no more than 4 inches above the knee as measured from the ground up when kneeling.
- Fabrics for pants should be cotton-blend or 100% cotton or blue denim (on Fridays).
- Nylon and knit fabric is not permitted.
- Not permitted: soccer shorts, athletic shorts, spandex, leggings, bike pants, sweat pants, pajama jeans, stretch jeans, legging jeans, skinny spandex jeans, jeans that reveal underwear, ripped, washed out, or distressed jeans.

Outerwear:

- Cloud 9 and Land’s End carry a variety of approved outerwear with a GCS logo that is pullover, zippered, or buttoned in style. If you do not wish to purchase outerwear from Cloud 9 or Land’s End, outerwear must be a solid color and zippered.
- On very cold days any heavy outerwear may be worn outside, but for inside warmth students should bring approved outerwear as described above to wear in the class room. Heavy outerwear is not worn inside the classroom.

Footwear:

- Students may wear sport shoes, flip flops, and sandals in good repair.
- Socks must be one color (white, black, or navy) and no higher than mid-calf.
- Examples of unacceptable footwear include: boots, rolling shoes, and slippers.

Additional unacceptable attire/footwear:

Boots	Vests	Ties	Scarves
Sunglasses	Jeggings	Leggings	Yoga Pants
Hats of any form	Colored Tights/Nylons	Sweats	Pajama bottoms
Athletic Shorts	Spandex of any form	Jewelry with inappropriate terminology	

Consequences:

Students not in compliance with dress code will be sent to the office to change into approved clothing. When the loaned uniform clothing is returned, the student will receive his/her personal clothing back. Repeat offenders may have other consequences such as detention or suspension.

Health

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

The school has a Health Aide trained in CPR and First Aid. The school also has access to an on-call 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.

Athletics

The GCS athletics handbook covers in detail the athletic philosophy, student and coach eligibility requirements, sports offered and other important information not covered in the student handbook.

Athletic Requirements

A student is not permitted to practice or participate in competitions until the following items are on file in the athletic office:

- AIA Annual Pre-participation Physical Evaluation Form (see Form 15.7-A) – To be completed by the student and the student’s parent or guardian.
- AIA Annual Participation Physical Examination (see Form 15.7-B) –To be completed and signed by the examining medical provider.
- AIA Concussion Statement and Acknowledgement Form (see Form 15.7-C) – To be completed by the student and the student’s parent or guardian.
- GCS Permission to Participate/Proof of Insurance Form – To be completed and signed by the student and the student’s parent or guardian.
- GCS Athletics Code of Conduct Contract – To be completed and signed by the student athlete.

All of the above-mentioned forms can be found on the GCS website under Athletics/Forms/Sports Participation Forms.

Academic Eligibility

All GCS student-athletes must have a minimum 2.0 cumulative GPA and 2.0 current-years GPA to be eligible for participation on school sports teams. Students representing the school as athletic team members must be passing all subjects with an overall grade average no lower than a 70/C- and no F’s in order to participate. They must also maintain their daily required assignments in each class. Once a student has participated in a contest at GCS, they have established their eligibility as a GCS athlete.

From the fourth week of the quarter to the end of the quarter, each teacher will submit names to the Athletic Director by each Friday regarding any athlete who is failing, below a 70/C- or behind in daily assignments. The Athletic Director will notify the student and coach of the eligibility status for the following week. Ineligibility requires a student to be withheld from all practices and games until eligibility is restored. Eligibility is on a daily basis, and athletes will remain ineligible until the academic requirements have been met. Students dismissed early for traveling to athletic events will be required to make up any classroom assignments. Academic excellence is expected. When a player becomes ineligible it not only hurts the individual but the whole team as well.

Behavioral Eligibility

Athletes may be placed on Athletic Behavioral Probation at any time when the athlete’s behavior is inconsistent with the conduct described in the Athletics Code of Conduct. The probationary period is implemented when the athlete’s attitude and behavior in the school, on the playing arena, or in the community are contradictory to the purpose of the GCS athletic program goals and the goals of the school. The coach, Athletic Director, and the athlete’s parents will meet with the athlete to discuss the pertinent information.

Athletes' School Attendance

If an athlete is absent from school the entire day of an event, they may not participate in a scheduled evening event unless there is an approved excuse by the Athletic Director. If an athlete has a partial absence on the day of an event, they must either present a note from a parent or doctor stating the medical reason for the absence or receive an approved excuse by the Athletic Director. Athletes who miss school for medical or approved reasons must have parent permission. Attendance on Friday will not have a bearing on Saturday contests. Athletes arriving or leaving without proper permission will not be allowed to participate in that evening's contest. Athletes who miss school for any reason must make up the required work.

Athletic Dress and Travel Wear

Athletes' practice clothes include fingertip-length shorts and acceptable t-shirts. Shirts must be modest in appearance (i.e., no tube tops, spaghetti straps, or visible midriffs). Spandex and bike shorts are only allowed when approved by administration as part of the uniform. Spandex may be worn during volleyball practice time; however, prior to entering or when leaving the gymnasium fingertip-length shorts must be placed over the spandex. Athletes traveling to away games may wear warm-ups or the team-approved dress code. When time permits, teams should dress in their athletic uniform at GCS, prior to leaving for an away event. School-issued athletic uniforms are to be worn only while participating with school teams during scheduled contests. School-issued athletic uniforms are not to be worn throughout the regular school day unless approval is given by the Athletic Director. Required school uniforms must be worn during the school day unless prior approval is given by the Athletic Director.

Transportation

Transportation to and from games and practices will be on GCS activity buses or school-provided transportation. Permission may be granted to travel home with a parent of a child who attends the game. Students are not permitted to ride with other students. Special arrangements must be made by the parents with the coach according to each specific situation. The Driving Parental Consent Form must be completed and in the Athletic Director's office 24 hours prior to an event for a student-athlete to be released from GCS activity bus transportation. Students are not permitted to drive their cars to games or practices when there are GCS activity buses available unless approved by the Athletic Director or other administration.

When school or rental vehicles are not available, parents are commonly sought drivers. Parents should arrive to pick up their student-athlete before the team vehicle arrives at the school or prior to practice ending. The coaches have been instructed to remain on campus until all students are gone or to leave students properly supervised by an adult employee on duty.

Code of Conduct for Spectators

Gilbert Christian Schools is committed to a challenging and extensive sports program. We expect God-honoring behavior at athletic contests from all competitors, coaches, parents, and spectators. Respect should be shown to the opposing players, coaches, spectators, and support groups. Respect should be shown to game officials.

Those not complying with this request will be approached by the Athletic Director, the Administrators, or any GCS personnel and asked to cooperate. Those declining will be asked to leave the premises. Please help make our athletic program enjoyable for everyone. Thank you.

Helpful Reminders

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. Students who do so, run the risk of these types of items being stolen. The school cannot be responsible for items stolen from lockers.

Books

Books are assigned at the beginning of a course. Students are expected to keep their books in good condition. 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.

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 in activities are expected to ride to and from these events on school transportation.

Reporting to the Office

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

Leaving School During the Day

GCS is a closed campus. Students are not to leave the school by themselves, or in groups, without official school supervision during the school day. They may only do so if they are excused by a parent for doctor/dental appointments and serious family matters requiring their presence at home. The school will not approve parent requests for students to leave unaccompanied during the school day for recreational purposes, including lunch. Students given parental permission to leave campus become the parent’s responsibility and liability as soon as they have left campus.

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.

Portable Music Devices

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.

Cell Phone Policy

Students are not allowed to use cell phones during school hours. The phone must be off. 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. Elementary students caught with a cell phone must surrender the cell phone to the teacher for the rest of the school day. Repeated abuse by an elementary student may result in the application of the middle school cell phone policy as described below.

If a middle school student is caught using a cell phone on the campus during school hours, the student's cell phone will be retained by the school for two days and may only be picked up by the parent at the end of the two day period. In the event of a second offence in the same school year, the phone will be retained for a two week period.

Empty Classrooms

Empty classrooms should always be locked. Students are not allowed to be in a classroom unless supervised by a staff member inside or just outside the classroom.

Parent/Teacher/Student Conferences

Parent Teacher Student Conferences are held at the end of each quarter for K-5 students and at the end of each semester for 6-8 students. It is expected that each parent will attend their child's conference as it enhances the quality of each child's educational opportunities. Please sign up for a conference time with the office manager when the opportunity to do so is announced. If you do not attend, you will be contacted by your child's teacher or the office manager. Report cards not received during the conference may be received from the office manager. Report cards are only given to parents.