



**High School Student  
HANDBOOK**

**2011-2012**

# High School Student Handbook

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## **School History and Mission**

Gilbert Christian Schools (GCS) 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 may include 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. The classrooms, programs, and activities are always open for parent 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 Administrator. It is recommended that all parents familiarize themselves with it.

## The School Day

The Gilbert Christian High School day begins at 7:45 a.m. and ends at 2:26 p.m. Z-hour follows from 2:30 – 3:10.

Students should arrive by 7:30 a.m. to get a good start on the day. This gives students a chance to visit their lockers, buy lunch tickets, 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 e-mail or call the school office by 7:45 a.m. at 480-699-1215.

## Bell Schedule

Period 1	7:45 – 8:34
Period 2	8:38 – 9:31
Period 3	9:35 – 10:24
Period 4	10:28 – 11:17
Lunch	11:17 – 11:47
Period 5	11:50 – 12:39
Period 6	12:43 – 1:32
Period 7	1:36 – 2:26
Z Period	2:30 – 3:10

## Pick-up and Drop-off Procedures

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 Wade Drive. Please do not use the streets of Higley Park as a “shortcut”. Take Wade off of Ray to the school.

Never stop/park against any red curbs or in front of any "No Parking" signs.

Visitor parking is located on the west side of the building closest to the office.

## **Parking Policy**

Gilbert Christian High School does allow students to drive to school. Student parking is in the northeast parking lot only.

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 5 miles per hour.

## **Lunch**

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

For delivered meals, the school has a different restaurant cater a specified menu each day. The menu is available on the school website. Tickets are purchased before school and turned in for that day's meal.

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

## **Cafeteria Rules**

Walk at all times.

No screaming or yelling in the lunchroom.

No throwing any items.

Make sure to pick up all your trash.

Remind friends to pick up their trash too.

Push your chair in.

Treat others with respect.

Students must remain in the cafeteria or outside patio during lunch.

## **Lost and Found**

It is a student's responsibility to keep track of his/her personal belongings. All lost and found clothing is donated to Goodwill at the end of each quarter if not claimed.

Lost and Found items can be found in the cafeteria, or for more valuable items such as keys, glasses, wallets, and cell phones, please check the office.

## **Classroom and Campus Discipline**

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.

Disruptive behaviors and repeated inappropriate behaviors receive progressive consequences that may include detention, in-school suspension, out-of-school suspension, or expulsion.

## **Classroom Management Principles**

- Teachers develop a relationship with 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 consequences and move to greater consequences as needed and do not use the threat of consequences.
- Teachers pray for students often and regularly.

## **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.

## **Academic Misconduct/Cheating**

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

<b>RANGE</b>	<b>First Occurrence</b>	<b>Repeated Occurrences</b>
MINIMUM	Parent Contact/Suspension	Parent Contact/Suspension
MAXIMUM	Expulsion	Expulsion

### **Defiance of Authority/Disrespect**

Failure to comply with requests of GCHS staff or other disrespectful behavior.

<b>RANGE</b>	<b>First Occurrence</b>	<b>Repeated Occurrences</b>
MINIMUM	Teacher/Student Conference	Parent Contact/Detention
MAXIMUM	Suspension	Expulsion

### **Disorderly Conduct**

Conduct that disrupts the orderly operation, educational environment, or mission of the school. This violation may include profanity, obscene gestures, and excessive displays of affection.

<b>RANGE</b>	<b>First Occurrence</b>	<b>Repeated Occurrences</b>
MINIMUM	Teacher/Student Conference	Parent Contact/Detention
MAXIMUM	Suspension	Expulsion

### **Dress Code Violation**

Failure to comply with GCHS student dress code.

<b>RANGE</b>	<b>First Occurrence</b>	<b>Repeated Occurrences</b>
MINIMUM	Offending item is changed	Parent Contact/Detention
MAXIMUM	Detention	Suspension

### **Harassment/Bullying**

Physical or psychological abuse of another student by means of verbal or physical threats, intimidation, insults, or other aggressive behavior.

<b>RANGE</b>	<b>First Occurrence</b>	<b>Repeated Occurrences</b>
MINIMUM	Parent Contact	Suspension
MAXIMUM	Expulsion	Expulsion

## Student Computer and Internet Use Violation

Violations include, but are not limited to, adding unauthorized software, modifying the administrator password, dual boot, any method to bypass the network firewall, and any other action that is deemed inappropriate or contrary to the Student Computer and Internet Use policy. Visit the computer help desk if you are unsure if you are about to violate the policy. Violations can result in loss of computer use at home, detention, suspension or expulsion.

<b>RANGE</b>	<b>First Occurrence</b>	<b>Repeated Occurrences</b>
MINIMUM	Parent Contact/Detention	Suspension
MAXIMUM	Expulsion	Expulsion

### 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.) 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.

#### 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. Students hosting social events at which alcohol or illegal drugs are consumed by students.
- e. 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 Superintendent'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 Laptops Acceptable Use Agreement.

### **9. Dishonor**

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

## **Other School Rules**

### Lockers

All lockers made available for student use on the school premises, including lockers located in the hallways and athletic dressing rooms, are the property of Gilbert Christian Schools. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student who uses a locker that is the property of the school is presumed to have no expectations of privacy in that locker or the locker's content.

### Restroom Usage

Use 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. Students must have a bathroom pass to use the bathroom.

### 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.

### 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, and/or Administrator conference before being reinstated. Students will be sent to the office with a pass from the sending teacher.

### Leaving School During the Day

GCHS 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.

Student drivers may not go to their own or someone else's car during school hours without permission of the Administrator. Failure to comply with these rules may result in suspension.

### Absences

Missing class is not encouraged, because vacations taken while school is in session compromise the classroom learning experience. If time away from school is unavoidable, please alert your child’s teacher to formulate a plan to makeup missed work. The administrator should also be notified if the planned absence exceeds 5 days of school.

### 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 Phones

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.

***If a student is caught using a cell phone on the campus during school hours, the school will retain the student’s cell phone for one week.***

### Empty Classrooms

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

### Food and Drink

Food and drink (other than water) may not be consumed in school buildings except in the lunch room.

### Student Visitors

Only GCHS graduates may visit current students during lunch. Graduates must check-in at the office prior to entering the lunch room.

## School Environment

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. 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.

## 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 students attending Gilbert Christian Schools 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 p.m., unless "dressed out" for a GCS activity or sports program.

### Grooming and Modesty

- Boys must be well groomed and clean shaven. Long hair or extreme hairstyles are not acceptable (example: "Mohawks", shaved words or symbols in the hair, unnatural colors). Beards and mustaches are not allowed.
- Makeup may be worn in moderation by Grade 9-12 girls.
- Jewelry may be worn in moderation by Grade 9-12 girls.
- No visible tattoos or body piercing other than earrings for girls.

## **Shirts and Outerwear**

- A GCS uniform polo shirt is required Monday through Thursday.
- A GCS uniform polo shirt is required under approved outerwear at all times. *Exception on Friday.*
- On Fridays all students may wear a GCS “spirit” shirt or a GCS athletic team t-shirt.
- Outerwear must be zippered or buttoned....no pullovers. All outerwear must be solid color. No logos, no stripes, no multi colors, no plaid designs, no graphics.
- GCS approved outerwear pullovers are allowed only on Friday. A GCS uniform polo shirt, GCS “spirit” shirt or a GCS athletic team t-shirt must be worn under the outerwear pullover.

## **Pants, Jeans and Shorts**

Seniors:

- Navy blue and black denim jeans or shorts. Khaki, black, grey, or navy solid color pants, shorts, or capris (100% cotton-No stretch or spandex)
- Bottom wear must be modest in cut, style, and fit. Bottom wear can have no graphics, logos, holes, washed out or distressed look and must be worn above the hips.
- Shorts are to be “Bermuda” length and no more than 6 inches above the knee as measured from the ground up when kneeling. Athletic, nylon, or knit fabric is not allowed. Spandex and bike shorts are not allowed.

Grades 9-11

- Khaki, black, grey, or navy solid color pants, shorts, or capris (100% cotton-No stretch or spandex).
- Bottom wear must be modest in cut, style, and fit. Bottom wear can have no graphics, logos, holes, washed out or distressed look and must be worn above the hips.
- Shorts are to be “Bermuda” length and no more than 6 inches above the knee as measured from the ground up when kneeling. Athletic, nylon, or knit fabric is not allowed. Spandex and bike shorts are not allowed.
- Fridays - Navy blue and black denim jeans or shorts may be worn on Fridays.

## **Footwear**

- Tennis shoes or sandals.
- No high heels, pumps, glove shoes, slippers, or any footwear that looks like 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	

- The GCS uniform polo shirt can be purchased from Cloud 9 or Lands’ End.
- Cloud 9 and Lands’ End carry a variety of approved outerwear with a GCS logo that is zippered or buttoned in style, if desired.
- Student clothing must be neat, clean, in good repair, and appropriately sized.
- All students are to wear their school uniforms to all field trips unless receiving prior permission from Administration. Sports activities are an exception. Students must meet the uniform policy for each sport in which they participate.

## **Discipline and the College Application Process**

Regular class work and long-term projects continue to fall under the responsibility of the student. Students are advised to communicate with their teachers to makeup missed work.

College visit requests must be submitted at least 5 days before the planned visit. The College Visit

Request Form must be turned in to the Counselor (with the parent's signature).

The days allowed are as follows:

Sophomores (10th) - 2 days  
Juniors (11th) - 3 days  
Seniors (12th) - 4 days

Any additional college days over the limit are treated as normal absences. College visits are a privilege.

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.

### **Foreign Students**

This school is authorized under Federal law to enroll nonimmigrant alien students. These students must be high school level, pass the GCHS minimum TOEFL/SLEP requirements, and while attending GCHS, live with a reference-checked family, preferably one from Gilbert Christian Schools.

### **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**

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 (480-699-1215) by 7:45 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).

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 Counselor will speak to the student, as well as phone and e-mail the parents of the warning.

A student missing ten classes in a semester, excused or unexcused, in a particular course will

meet with the Counselor. In consultation with the classroom teacher, the Counselor will make a recommendation to the Administrator on whether credit for the semester has been forfeited. 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. 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, GCS 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 Administrator as far in advance as possible. Students have one day for each day absent to makeup missed assignments/tests.

### **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 Administrator permission.

## **B. 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.

## **C. 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 five tardies, 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 ten will result in an in-school suspension.
- A tardy as a result of doctor, dental, or orthodontic appointments will be considered an excused tardy.
- A student more than 15 minutes late to class will be considered absent instead of tardy.

## **D. 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 Administrator by phone or in person by the parents, may be considered for a reduced number of absences at the Administrator'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.
- 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 Counselor will assist in this process.

### **B. Course Listings and Requirements**

The school publishes a "Course Catalog" outlining the courses offered, as well as the requirements for graduation. The Course Catalog is also posted online for your convenience.

### **C. Drop/Add Classes**

Students who wish to change classes must receive permission from both parents and the Counselor. Forms are available in the office. Classes may only be changed during the first five school days of each semester.

### **D. Orientation Night**

On the Friday evening prior to the first week of school, parents and students are invited to Orientation Night.

### **E. Monitoring Student Progress**

Parents receive reports at the end of each academic quarter. Letter grades are earned on all 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.

## **F. Standardized Testing**

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

## **G. Report Cards and Progress Reports**

Gilbert Christian Schools reports to the parents and students four times a year on academic progress. Report cards are issued at the end of every quarter.

Parents and students are expected to meet with the teachers at conferences held following the first and third quarters 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 Counselor or Registrar to request an official transcript to be sent to colleges.

GCHS offers Advanced Placement and Dual Enrollment courses. Advanced Placement examinations are required in those courses. Subject to the requirements of the college they wish to enter, students in Advanced Placement and Dual Enrollment courses may receive college credit on the basis of the College Board examination results.

## **I. Grading Philosophy**

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

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

Courses which cannot establish differentiable letter grades will issue "Pass" or "Fail" designations. These are not calculated in the GPA.

## **J. SAT/ACT Tests**

Students bound for colleges that require the SAT or the ACT can get information from the Counselor. Students are encouraged to take these tests in the fall of their junior year. Scores will be posted on the GCHS transcript. Students have the option in Grade 10 and 11 to take the PSAT for an additional fee.

## **K. Semester Academic Distinctions**

### **1. Principal's List**

Students who earn a GPA of 4.0 or higher 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 school newsletter.

## **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 GCHS;
- 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 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.

Except in exceptional circumstances, and only with Board approval, in order to receive a Gilbert Christian Schools Diploma, part-time students would have to (1) transfer to full-time status by their senior year so that at least seven of their last year's credits (including Bible) are from GCHS; (2) have been enrolled full time for the previous three years of high school; and (3) meet with the Guidance Counselor to determine eligibility.

*Note: The State of Arizona minimum course requirement for graduation cannot be waived*

*under any circumstances.*

#### **D. Credit Requirements**

Due to a change in the number of daily classes (from 8 classes to 7), the graduation requirements vary based upon the graduating class. The required class load is seven 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.

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

<b><u>Subject</u></b>	<b><u>GCHS Req.</u></b>	<b><u>Arizona Req.</u></b>	<b><u>AZ. University Req.</u></b>
Bible	4	0	0
English	4	4	4
Math	4	3	4
Lab Science	3	3	3
Social Studies	3	3	2
Foreign Language	2	2	2
Fine Arts	1	1	1
Physical Education	1	1	0
Electives	6	5	4

#### **Credits required for graduating seniors:**

<b>Graduating Class</b>	<b>Credits Required</b>
2012	30
2013	29
2014 and Beyond	28

## 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. Students are encouraged to enroll in classes that will prepare them for the major and college of their choice.

### Valedictorian and Salutatorian

The Valedictorian and Salutatorian of each graduating class are determined by the following criteria:

1. Attend Gilbert Christian High School all four years.
2. All core classes (Math, Science, Languages, Social Studies, English and Bible) are taken at Gilbert Christian High School.
3. GPA is calculated through the second semester of the senior year and based on semester grades.
4. Highest GPA is Valedictorian, second place is Salutatorian.

## F. Graduation Honor for Excellence in Volunteering

This is an honor for high school students who contribute significantly to the improvement of their 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 of recognition at graduation;
- \*A notation of recognition on their official transcript.

The Honor for 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. Hours are subject to approval. Any activity that is not on the approved list of categories must be preapproved before it is counted.**

### Category A:

- \*Volunteer time assisting or coaching any sport or athletic activity without compensation.
- \*Volunteer time helping a teacher or office staff member without compensation.
- \*Travel and "hanging out" time does not count. Time must be spent outside of school hours. (Examples: Running the time clock for a basketball game, covering books for the office, etc.)

### Category B:

- \*Volunteer time on missions work or raising money for missions work. Hours spent planning the project count.
- \*Time spent after school or on weekends on a mission project or school-organized activity. (Example: Collecting and sorting cans on Saturday for a food drive, etc.)

### Category C:

- \*Volunteer time at church. (Examples: Teaching Sunday school, assisting children/office staff, set up/tear down, etc.)

### Category D:

- \*Volunteer time babysitting or tutoring outside of school time without compensation.

**Category E:**

\*Volunteer time at a non-profit secular charity after school or on weekends.

\*Lumina Bible Club in-school service hours (beginning with the 2009-2010 school year).  
(Example: Serving food at a soup kitchen, etc.).

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

<b>Health</b>
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**A. 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. 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.

**B. Immunizations**

All students must be in compliance with current immunization guidelines. Parents should review their child's immunization record with their child's physician. Students who are not current with their immunizations must either become current or file an exemption from immunizations.

**C. 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 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 Health Aide.

## D. Medication

Medications taken during the school hours must be administered by the Health Aide (or additional office staff trained to administer medications for a particular student). The exceptions are 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.

## E. 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.

## F. 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." | 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 at the High school level. 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 - High School**

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

	<u>Men</u>	<u>Women</u>
FALL	Football Cross Country Swim	Volleyball Cross Country Swim Cheer
WINTER	Basketball Soccer	Basketball Cheer
SPRING	Baseball Tennis Golf Track	Softball Tennis Golf Track

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 Schools and AIA do not allow practices and games to be scheduled on Sundays.

**B. 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.

### **C. 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.

### **D. Sports Outfits for Team Practices**

Shorts must be at least fingertip length.

Shirts must be modest in appearance (i.e., no tube tops, spaghetti straps, or visible midriffs).

### **E. 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 when there are GCS activity buses available unless prior approval from administration.

### **F. Participation**

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.

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 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 a partial absence on an event day is incurred, please refer to the Athletic Handbook for detailed participation guidelines.

Please see the GCS Athletic Handbook for more detailed contents regarding athletics.

## Student Computer and Internet Use

Gilbert Christian High School utilizes laptops for academic learning purposes and to prepare students for university. Laptops are going to become an integral part of the education of each student at GCHS. Becoming a “1 to 1” school where each student uses a laptop offers many exciting opportunities for our students as well as some substantial challenges. The following policies are meant to take advantage of these opportunities while honoring Christ in all we do.

School laptops should be considered a public space. This means that any data created or accessed by student computers can be reviewed and will be subject to school scrutiny and policies. Any communication or activities that are of a sensitive nature or that require privacy should be done elsewhere. Data from school laptops will be downloaded on a regular basis for the protection of students and to enforce school guidelines and will be reviewed by the school's superintendent and/or other school officials.

### **Avoiding Software Damage:**

Laptops will come with a standard operating system and software package provided by the school. Original software that becomes corrupted or non-operational due to the downloading of other conflicting software or the installation of conflicting hardware will result in the charging of a fee to students to have their computer reimaged. Reimaging will restore the laptop to the school's standard software configuration. GCHS is not responsible for any loss of data or software due to the reimaging process. Homework or other projects lost as a result of reimaging will not be excused by teachers.

Students are responsible for backing up their own files. GCHS is not responsible for computer files that are lost or corrupted due to a failure to properly back up school materials.

### **Pornography:**

The administration of GCHS understands that while the Internet holds an incredible amount of educational information, it is also a reservoir of inappropriate material that is destructive and dishonoring to our Lord. All laptops will be equipped with filtering software designed to block inappropriate material from the Internet both on and off campus. Tampering with or disabling this software is expressly forbidden. Students and parents must understand that no filtering software is 100% foolproof.

Students will be disciplined for searching for or accessing lewd, sensual, or inappropriate material with school laptops. This includes images that have been created or altered to make them inappropriate.

### **Illegal File Sharing:**

Students are expressly forbidden from downloading files or data that avoid copyrights or payment for copyrighted materials including movies, music, or printed material.

### **Sexual Harassment/Bullying:**

Using school laptops to harass, demean, or bully other students or non-students in a sexual or non-sexual manner is expressly forbidden.

### **Communication:**

All communication done on school laptops is expected to be kind and edifying. Foul language and inappropriate communication will not be tolerated. This includes but is not limited to emails, social networking sites, discussion boards, games, and Blackboard. Students are not only responsible for their own conversation, but are also responsible for terminating conversations with others who are

communicating inappropriately with them if the language or conversation is outside school guidelines. Failure to do so may result in discipline.

Laptop communication will be monitored for cheating. Students who are using their laptops to cheat will be subject to school guidelines regarding cheating.

Students are not allowed to publicize their home address or phone number on the Internet.

**Music:**

Music with lyrics labeled "Explicit" may not be downloaded onto school laptops. Explicit music may be deleted from student computers and students and parents will not be reimbursed. Any music determined to be inappropriate by school staff may be subject to review by the superintendent. If it is determined to be inappropriate or unedifying, it will be deleted and will not be subject to reimbursement.

**Gaming/Chatting:**

Gaming and chatting are not allowed during school hours.

**Dual Boot:**

Laptops will be issued with the Macintosh operating system.

**Network Integrity:**

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

Students may not use each other's accounts.

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

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

**Copyright/Plagiarism:**

Students are expected to abide by copyright laws and properly cite the intellectual property created by others. Plagiarism is expressly forbidden at GCHS and will result in disciplinary action.

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