

Granger Christian School

2020-2021

Secondary Student-Parent Handbook



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Grades 6-12 Student Parent Handbook

2020-2021

Our Mission

Granger Christian prepares students to impact the world through a Christ-centered education.

Our Vision

Granger Christian School seeks to be:

Christ-Centered
Academically Minded
Relationally Focused
Excellence-Driven

In all that we do.

Monthly Spiritual Themes

August/September - Matthew 22:37

I love God with all my heart.

October - Philippians 4:8

I will honor God through my choices.

November - I Peter 4:10

I use my time, treasure, and talent wisely.

December - Colossians 3:12-13

I choose to submit my words and feelings to God.

January - I Johns 3:16

I honor God by serving others.

February - Philippians 2:14-16a

I glorify God in my community and the world.

March - 1 Corinthians 6:19-20

I discipline my body to worship the Lord throughout my life.

April - Proverbs 2:1-5

I am a lifelong learner.

May - Colossians 3:17

I work diligently to complete my tasks with excellence.

I. Introduction

Welcome to GCS! We are thankful to God that He has led you here. We exist to partner with you in educating your children. Our school is distinctively different because we seek to honor God in every aspect of school life as we integrate biblical principles into everything we do. While providing a solid academic education to prepare young people for a successful future, we also encourage each child to develop a personal relationship with the Lord Jesus Christ and begin a journey to Christian maturity.

Expected Student Outcomes

- A. Spiritually growing - students will be taught to:
 - 1. Accept that Jesus Christ is the Son of God and He wants to be involved in a personal relationship as their Lord and Savior
 - 2. Demonstrate God's love and develop spiritual gifts through service to others
 - 3. Share God's truth with those around them, through both word and deed
 - 4. Respect the dignity and sanctity of all human life

- B. Lifelong, self-directed learners - students will be taught to:
 - 1. Set challenging goals, determine priorities and organize responsibilities while maintaining personal and academic integrity
 - 2. Think critically and creatively in solving problems and interpreting, evaluating and applying information and concepts to respond to and solve real-life problems
 - 3. Recognize and responsibly utilize resources and adapt to the changing world
 - 4. Continue to seek God and develop God-given gifts and talents in order to glorify God, make disciples and encourage other believers to fulfill their calling in Christ

- C. Effective communicators - students will be taught to:
 - 1. Exercise efficient critical listening and reading skills
 - 2. Articulate written and verbal ideas clearly, creatively and logically
 - 3. Utilize language skills to peacefully resolve conflicts in a globally interdependent and racially diverse society
 - 4. Utilize many forms of media to communicate ideas, concepts, thoughts and the Gospel

- D. Collaborative individuals - students will be taught to:
 - 1. Participate effectively in a variety of leadership and supportive roles
 - 2. Recognize, accept and exercise social responsibilities and civic duties
 - 3. Recognize, accept and exercise social responsibilities and civic duties
 - 4. Collaborate with varied groups of people to accomplish learning goals and complete projects

- E. Critical and creative thinkers - students will be taught to:
 - 1. Approach the world with intellectual curiosity and solve problems using a biblical worldview
 - 2. Apply, analyze, synthesize, and evaluate ideas when solving problems
 - 3. Use 21st-century methods to collaborate, problem solve, communicate, create and cultivate content

Statement of Faith

As a ministry of Grace Church, Granger Christian School is integral to and inseparable from Grace Church and is, therefore, in agreement with and bound by the doctrinal position of the Church. This position includes at least the following:

- A. We believe the Bible, containing the Old and New Testament, is the verbally inspired Word of God. It is inerrant in its original languages, and the sole authority for personal faith and conduct.
- B. We believe that there is one true and living God, Creator of heaven and earth; and that in the unity of the Godhead there are three persons: the Father, the Son, and the Holy Spirit. They are equal in their divine perfection and exercising distinct but harmonious roles in the work of salvation.
- C. We believe that man was created by God in His own image and by willful disobedience fell from his high and holy state. As a result, all mankind are sinners, and by nature completely void of the righteousness required by God, inclined to do evil, and therefore under just condemnation to eternal punishment without defense or excuse.
- D. We believe that man is helpless to save himself. That salvation is a gift of God received solely by grace through faith in the work of Jesus when he took on Himself our sins in dying on the cross, thus exchanging places with the believer.
- E. We believe that as we are saved by grace, we are to live by grace and not under the bondage of the law.
- F. We believe that the divine relationship established in Christ is as eternal and sure as the Person and promise of the Son of God and Word of God.
- G. We believe that upon receiving Christ as Savior by faith, the Holy Spirit takes up residence within the believer and that He never departs.
- H. We believe that sanctification means “a setting apart” to God in reference to believers. It involves three aspects:
 1. The moment a person believes, he is set apart in Christ.
 2. While the believer’s standing is perfect in Christ, his state (life on earth) is not. He is to grow to become more like Christ.
 3. The believer will, at the coming of Christ, be completely set apart; his standing and state will be one and identical.
- I. We believe that the local church is a group of called-out, baptized believers banded together for the purpose of worshipping God, for receiving instruction in the Word of God, for furthering the Gospel around the world, for observing the ordinances, for prayer and for Christian fellowship.
- J. We believe in the believer’s baptism, which is the immersion in water of the person who has trusted Christ, thus giving testimony that he is identified with Christ.
- K. We believe that Christians are to participate in the Lord’s Supper by partaking of the Bread and juice, which symbolize the broken body and shed blood of Christ. We believe that there is no saving grace in the elements, and the purpose of the Lord’s Supper is to remember the Lord’s death.
- L. We believe in the personal return of the Lord Jesus Christ and that it will be in two phases. First, He will return in the clouds for the Rapture of the Church before the Tribulation Period. Then we will return visibly with Him to the earth at the conclusion of the Tribulation Period to set up His Kingdom.

Philosophy of Christian Education

A Christian school with a biblical worldview is a place where every decision, individually or collectively, is based on the following principles:

- A. The Bible is inerrant and God-inspired, the basis of all Truth and knowledge, the only authoritative Word of God, and the heart of the curriculum in Christian education.
- B. In Christian education, there must be recognition of total depravity, human inability, and the need for the sovereign grace of God in giving life and light through a personal relationship with Jesus Christ. (Ephesians 2:4, I Corinthians 2:14) In other words, man is not innately good and, therefore, we don't expect just to tell students what they should do and expect that they will do it. We also don't believe education can save or change a person or society; only Christ can do that. Genesis 8:21 says, "Man's bent is always toward evil from his earliest youth."
- C. The purpose of education should be to glorify God and to know Him. This means acquiring a love for the Lord that encompasses the heart, mind, and soul, being able to share the gospel with others, and equipping each person to serve Him effectively. We are to do our work, whatever it is, as unto the Lord and see each contact as a divine appointment to share the character of God and the gospel of grace with others.
- D. This world was created and has a God-ordained order; it did not evolve. Humans, as opposed to all other creatures, were uniquely and distinctly created to have a relationship with the Creator. Some of the qualities that differentiate us from the animals are morality, reason, creativity, and self-worth.
- E. God is the center of history, and He will determine its ultimate outcome. It is linear, not cyclical.
- F. The Christian must derive his or her value system from that which is eternal, the Word of God, rather than that which is temporal. Therefore, a personal knowledge of the Lord Jesus Christ is valued above all things.

In conclusion, the philosophy of Christian education must begin and end with Christ.

Philosophy of Rules

This handbook contains information, rules, regulations, and standards of courtesy that help us achieve our mission as a Christian school. We believe that biblical principles give three good reasons for rules.

- A. God's Commands
 1. Some of our rules are based on commands found in God's Word.
 2. Proverbs 7:1-2b – "My son, keep my words and store up my commands within you. Keep my commands and you will live."
- B. Good Cautions
 1. Some rules are not given in the Bible, but are made to protect us from violating biblical rules.
 2. Proverbs 1:8 – "Listen, my son, to your father's instruction and do not forsake your mother's teaching."

C. Greater Community

1. Some rules are not necessarily moral laws but are guidelines for the good of society.
2. Romans 13:1-6 – gives authority to institutions to make such rules.
3. Proverbs 8:15 - “By me (wisdom) kings reign and rulers make laws that are just.”

All of our rules at GCS can find their foundation in one of these three areas. Many of them fall into the last category in that the rules were established for the good of the greater community. These are basically procedural issues for us that benefit the majority of students and families. It is our prayer that, by combining our efforts with the home and the church, each of our students will understand our reason for rules and that all our policies will help students in their journey to become more like Christ.

II. General Information

Open Door Policy and the Matthew 18 Principle

We encourage you to follow the principle from Matthew 5 and 18. If you have a problem with a person, please speak directly to that person.

Office Hours

The school office is open Monday through Friday from 7:30 AM until 4:00 PM while school is in session. During summer break and in-school breaks such as spring break and national holidays, limited office hours will be available and will be posted.

School Start Time

Classes begin at 8:00 AM. Students may arrive as early as 7:30 AM and must report to the cafeteria. Students are dismissed to go to first period at 8:00 AM.

The first Tuesday of the month we will have a 2-hour delay schedule. However, parents are still able to drop off their students starting at 7:30 AM. Please refer to the appendix to view the various daily and alternate schedules.

School End Time

Classes dismiss for the day at 3:00 PM. Pick-up students in grades 6-8 at the front of the building. Students not picked up by 3:15 PM will report to AfterCare and are required to sign in until their next activity or until they are picked up. **No students may be in the building without adult supervision.**

General Traffic Rules

- A. Do not get out of your car if you are in the car line. Pull up as far as you can so that children can get into cars quickly.
- B. No cell phones.
- C. No pets.
- D. No parking in front of school at any time.

Traffic Flow

- A. The car line moves one way in front of the building.
- B. The car line flows in two lines in front of the church and school.
- C. The left lane exits on Gumwood Road, and the right lane exits on Brick Road.

Arrival/Drop Off

- A. Students should be dropped off at the school office doors.
- B. Speed limit is 15 mph.

Student Drivers

- A. Students must fill out a Driver Registration form and obtain a parking permit to display in the vehicle.
- B. Students may **not** use their own cars for transportation to and from school activities.
- C. Students who drive carpools must assume responsibility for assisting elementary school children into the building.
- D. The speed limit is 15 mph around the building. Violators may lose the privilege of driving to and from school at the Head of School's discretion.
- E. Any misconduct or failure to obey staff on duty directing traffic before or after school may result in suspension of driving privileges.
- F. It is required that student drivers be properly insured and that parents/guardians bear any liability due to an accident that is incurred by the student while operating a vehicle on the GCS campus.
- G. Cell phones are prohibited.

Weather Announcements

In the event of inclement weather or when school must be delayed or canceled, GCS will communicate an announcement through our school communication system. Information will also be provided to the following radio stations: WFRN (FM 92.1 or 96.9), WNDU 16, WSBT 22, Fox 28, or ABC 57.

Lockers

- A. Each student is assigned a locker.
- B. In order to avoid theft or damaged property, students are not to leave valuable objects in their locker.
- C. We maintain the right to open any locker if necessary.
- D. Students will be assessed a fee for any damage to a locker.

Lunch

GCS's cafeteria offers a hot lunch option for all students. Lunches must be ordered two weeks ahead of time for the next month. An email notification will be sent out when RenWeb is open for ordering. Lunch fees will be automatically withdrawn on FACTS.

Lunchroom Rules

- A. Food must be eaten at the lunch tables only. Food is not allowed in the hall or classrooms unless authorized by a teacher or administrator.
- B. Students must clean up their own food area.
- C. Students should remain in the lunchroom for the entire lunch period and must have permission from staff on duty to go to the restroom.

Vending Machines

- A. Students may use the vending machines during lunch with teacher permission and after school.
- B. Students are not to carry pop anywhere in the building.

Spiritual Life

- A. Chapel
 1. The purpose of chapel at GCS is to lead the students in worship, instruct them in the Word of God, and encourage their daily walk in the Christian life. Chapels are designed to broaden, expose, and challenge students via a wide range of speakers and a variety of experiences during the course of the year. Students are expected to sit up, pay attention, and engage.
 2. Students have chapel every Wednesday from 8:15-9:05 AM. The program, planned by the High School Bible teacher and the student worship team, consists of speakers, videos, and relevant programs that are geared to young people of today.

B. Missions, Ministry and Service Projects

Students at all levels are encouraged to participate in missions, ministry and a mission focus. In the secondary school, there are two areas of focus: 1) community service days are conducted during our Mission Teams program, 2) **all students in grades 9-12 are required to perform 25 hours of Christian service per year in order to graduate.** These hours may consist of service at church or in the community. The service must be done without pay or other compensation. Suggestions for service opportunities are given to students at the beginning of the school year, along with a Christian Service tracking form. Students in grades 9-12 have the option of completing their community service hours locally or participating in a mission trip. Each day on a missions trip will be awarded 8 hours of community service.

Hallway Behavior

- A. No students in the cafeteria during passing periods.
- B. No eating in the hallways.
- C. No students in the halls while classes are in session.
- D. No running, jumping or behaving dangerously in the hall or on the stairs.

Student Use of Telephones

A. Outgoing Calls

Students may use the office phone to call home in an emergency or when there has been a change in school-sponsored events such as games, practices, etc. Students must obtain permission from a classroom teacher to use the office phone. Students may not call home for forgotten items. Cell phones are permitted at school; however they may not be used from 8:00 AM to 3:00 PM unless given permission from a teacher. Teachers may permit cell phone use for the following: core content research, educational websites, and does not include listening to music, Instagram, Facebook and Snapchat, all of which must be blocked.

B. Incoming Calls

Messages will be taken and delivered through teacher mailboxes. Students and faculty will not be called out of class to take a call unless it is an emergency. In most emergencies, the office will take a number where the caller can be reached and then deliver it to the student or faculty member.

Lost and Found

Misplaced items found around the school will be placed in the school Lost and Found. Items not picked up will become the property of the school and donated to charity at the end of each month. It is recommended that all items (shoes, gym shirts/shorts, coats, hats, book bags, lunch boxes, and other personal items) be labeled with the student's name.

Emergency Guidelines and Drills

The school regularly conducts emergency drills, which comply with state codes. All students must participate and obey regulations and procedures. Each room has a sign describing the exit route to take when the fire alarm sounds and where to go in the building during a storm. There is to be no running or talking (inside or outside the building) until the "all clear" is given.

Teachers are trained to assess the information they have been provided in an emergency situation and then decide on the best course of action for their class.

A. ALICE: ALice is an acronym for:

1. Alert: First notification of danger.
2. Lockdown: If evacuation is not a safe option, teachers will lockdown and barricade their doors.
3. Inform: Teachers are given realtime information about current danger.
4. Counter: Danger is reduced through the use of noise, movement, distance and distraction.
5. Evacuate: When safe to do so, teachers remove students from the source of danger.

B. Shelter in Place

1. Classes will continue as normal.
2. Doors will remain locked.
3. Hallway traffic should be held to a minimum.
4. No communication devices should be used by students.

Field Trips and Approved Drivers

Parents sign a blanket field trip permission and medical release form at the beginning of the school year. The school office must have this completed form for the student to be able to go on the field trip. If emergency contact information is different on the day of the trip, it is the parent's responsibility to provide the updated information to the school. A field trip communication will be sent home with students going on a field trip to inform parents about the trip. A travel manifest is left in the school office before departure showing which students are traveling in each vehicle. If private vehicles are used on a field trip or a sports event, a Volunteer Driver Application form with a valid driver's license and proof of insurance must be on file in the office for each driver. Drivers must follow all traffic rules. The form asks for the following information:

- A. Explanations of recent traffic violations
- B. Make, model, year, license plate number, and number of working seat belts for each vehicle that could be used to transport students. As of July 2005, children eight years of age and under must be in a car seat and not transported in the front seat of vehicles with airbags.
- C. Name of the insurance company, policy number, and amount of liability coverage provided in the following categories (minimum coverage is listed):
 1. Per person for bodily injury must be at least \$250,000.
 2. Per incident for bodily injury must be at least \$500,000.
 3. Signature and date of person requesting approval to drive.

Parent Volunteers

Parent volunteers are a very valuable resource, and volunteering is an important way that parents can partner with GCS in their child's education. Volunteers are asked to sign in and out at the front office and wear school-provided identification for security reasons. Regular volunteers will be asked to complete a limited criminal background check.

Fundraising

School-wide fundraisers have priority over all other money-making efforts in the school and are approved/scheduled by the Head of School. Fundraisers may also be approved to meet non-budgetary needs in areas of student activities such as the athletic department, music department, yearbook and individual classes. All fundraising requests from individual groups, clubs and organizations at the secondary level must first be submitted to the Head of School for review at least two weeks prior to the start of the event. Promotional materials should be presented to the Head of School for approval at least one week prior to distribution and clearly state the purpose and financial goal of the fundraiser.

Visitors

A. Adult visitors

1. All adult visitors must register at the school office and are subject to approval by the Head of School.
2. Visitors are limited to custodial parents, legal guardians, out-of-town guests of enrolled students, families interested in attending GCS, alumni of the school and guests invited by a teacher or Head of School. Others may be welcome but should be approved ahead of time by the Head of School or assistant Head of School.
3. Alumni and former students may visit only during the lunch period. They must sign in and out of the office and must go directly to and from the dining area, unless otherwise approved by the Head of School or assistant Head of School..
4. All visitors must first go to the office to sign in and pick up a visitor badge and must return to the office to sign out when leaving.

B. Student Visitors

1. All student visitors must register at the school office, and are subject to approval by the Head of School or assistant Head of School.
2. Visits to classrooms are limited to prospective students and should be arranged with the office in advance.
3. Student visitors are expected to dress appropriately. The administration reserves the right to keep a student visitor in the office area during a visit if the person is out of dress code.
4. Prospective students may visit a classroom to shadow a current student for all day or a portion of the day.

III. Attendance Policies

Attendance is vital to a successful educational experience. Parents always have the right to keep their children out of school, however, the school has the right not to excuse the reason for absence if it does not fit into the generally accepted categories. **Please call or email the school at attendance@grangerchristian.org by 9:00 AM if your student will be absent.**

Partial-Day Absences

- A. Arrival is expected between 7:30-8:00 AM.
- B. If students arrive between 11:00 AM-12:25 PM, they are counted absent one half day.
- C. If students arrive after 12:25 PM, they are counted absent a full day.
- D. If students leave for the day before 11:00 AM, they are counted absent for a full day.
- E. If students leave for the day between 11:00 AM-12:45 PM, they are counted absent for a half day.

Excused Absences

- A. Personal illness of a student or a doctor's visit, with documentation.
- B. Death or emergency within the family.
- C. Court appearance, with documentation.
- D. Pre-approved absence:

For absences of one or two days, please notify the teachers and the Attendance Secretary **two weeks** prior to the start of vacation. Those who wish to use their allowed days for family vacations must request an Extended Absence Form from the office, if the vacation will be three or more days. The Extended Absence Form must be filled out, signed by the parent, and approved by the Head of School or assistant Head of School prior to the vacation so the teachers can be notified and assignments made. Students are allowed up to six consecutive days and no more than ten days per school year for a family vacation. Vacation days are counted towards the 10-day limit on absences per semester.

- E. Pre-approved college visitation for juniors and seniors:
Juniors are allowed two days to visit college campuses. Seniors are allowed three days to visit college campuses. All college visit days are considered excused absences, as long as the school is given at least five days notice. Students are also encouraged to take advantage of other days when school is not in session (fall break in October, Thanksgiving, Christmas break, spring break, and in-service days) to visit college options. Students are to bring back documentation from the college to verify their visit.
- F. Adverse weather conditions:
Students living in school districts that delay or close are not automatically excused if GCS does not delay or close.

Unexcused Absences

An unexcused absence is an absence that the school does not consider legitimate or when the school's attendance policy has not been followed. All missed schoolwork will receive zeros. The following are examples of unexcused absences:

- A. Family vacations that did not receive prior approval, are not with the student's immediate family, or exceed the maximum days allowed for vacation.
- B. An absence for which the school did not receive parental contact by 9 AM.
- C. Sleeping-in
- D. Discipline which removes a student from the classroom, such as in-school suspension and out-of-school suspension.
- E. Skipping a class, which is considered a serious violation of school standards.

Excessive Absences

There is a limit of ten absences (excused or unexcused) per semester or per class. Any student who misses ten or more days of school per semester may not receive credit for the semester's course work.

- A. 5 days missed = letter to parents
- B. 8 days missed = 2nd letter to parents
- C. 9 days missed = conference with Head of School and parents
- D. 10 days or more missed = meeting with Head of School, discipline to be determined
- E. In cases of extended illness or injury, an appeal may be made to the school Head of School.

Extended Absences Policy

An Extended Absence form must be completed whenever a student will be gone for three or more school days. The forms are available in the office. The Extended Absence form must be filled out, signed by the parent, and approved by the Head of School or assistant Head of School prior to the extended absence so that teachers can be notified and assignments made. Students are allowed up to six consecutive days and no more than ten days per school year for a family vacation. Family vacation days are counted towards the ten-day limit on absences per semester.

Reporting Absences

Please report absences by contacting the school office before 9:00 AM at 574-272-5815 or emailing attendance@grangerchristian.org.

Truancy

- A. Every third unexcused absence will be a truancy. Unexcused absences are calculated by semester and trancies are calculated annually, not by semester.
- B. A student who skips school or leaves the school campus without permission for any length of time is automatically considered truant for each day skipped.
- C. Truancy will be disciplined in the following manner:
 - 1. 1st truancy = parent conference to discuss the child's absences, next-level consequences, and one in-school suspension day assigned.
 - 2. 2nd truancy = parent conference to discuss the child's absences, next-level consequences, and two in-school suspension days assigned.
 - 3. 3rd truancy = parent conference for determination of three days in-school suspension or exclusion from GCS for the remainder of the semester. If the child has in-school suspension, parents will be notified of next-level consequences.
 - 4. 4th truancy = exclusion from GCS for the remainder of the school year.

Tardies

- A. Any student arriving between 8:00 AM-11:00 AM, or after the start of class, will be considered tardy
- B. Morning tardies will be excused with written documentation from a medical provider.
- C. Tardies will reset at the semester.
- D. 4 unexcused tardies will result in the student receiving a lunch detention.

IV. Academics

Textbooks

- A. GCS textbooks are provided to its students through the annual book fee. All textbooks, consumable and non-consumable, are and remain the property of the school.
- B. Students are responsible for their textbooks. A textbook that is damaged beyond normal use will result in fines or replacement costs being passed on to the student.
- C. A textbook adoption committee may be appointed by the Head of School (composed of teachers, administration, friends of the school, and parents) that will screen potential textbooks to determine how closely they align with GCS's philosophy and objectives. The scope and sequence of each series is considered along with a list of other criteria.

As a Christian school, it is the board's preference that Christian textbooks be used whenever possible.

Adding and Dropping Classes

- A. Students may not add a class after the first week of the semester. Exceptions will be made only for transfer students or recommendations made by a faculty member with approval from the secondary Head of School.
- B. A student may drop a class prior to the beginning of the fifth week of the semester. If the student drops the class before or by the end of the fourth week of the semester, a WP (withdraw passing) will be given. If dropped any time on or after the first day of the fifth week of the semester, a WF (withdraw failing) will be noted on the permanent record.
- C. Students may not drop a class without adding another class.
- D. A request to drop a class must be initiated by the parent/guardian to the administration and have administrative approval.

Online Classes

- A. GCS will not endorse or approve online courses that conflict with the philosophy and objectives of the school.
- B. Online courses may be taken to make up for a deficiency in requirements for graduation, for personal interest, or for enrichment.
- C. An online course may not be substituted for the same course offered at GCS if the student can take the course at the school, unless authorized by the Head of School.
- D. All online courses are contracted and paid for by the student.

Homework Philosophy

Homework is an important aspect of the educational experience. It reinforces the lessons covered in class and can bring the home and school closer together by facilitating parent understanding of topics taught at school. Homework should assist and improve learning, as well as strengthen skills and understanding gained in the classroom. It allows teachers and students to cover more content and to foster student initiative, independence, study habits, and responsibility. Tests and projects are weighed more heavily than a daily assignment by all teachers. The following principles will be observed regarding homework:

- A. All homework assignments are due at the beginning of the period.
- B. If a student is absent, it is his/her responsibility to find out what he/she missed. Parents should check RenWeb for the student's assignments.
- C. Parents are encouraged to contact teachers regarding any problems their student is experiencing in completing assignments on time.

Make-up Work, Late Work, and Incompletes

- A. Students are allowed a make-up day for each excused absence up to five days. Special circumstances, prolonged illness, etc., may require more time. An appeal to the administration for approval is necessary.
- B. Late work must be completed and submitted in order to show competency. Any student who is missing work will receive an "Incomplete" for the cumulative class grade until the assignment is completed. Assignments not completed at the end of the grading period will receive the score of zero.

- C. An excused partial-day absence on the day of a pre-assigned test is not an excuse to postpone the test. For example, if the test is given in the morning and the student has an excused absence for the morning, the teacher can still require him to complete the test before the day is over.

Grading

- A. Academic progress is reported to parents on a quarterly basis. Parents can view grades at any time through RenWeb.
- B. In grades 9-12, first and second nine-week grades each count as 40% and the semester exam counts as 20% of the semester grade recorded on the permanent records.
- C. GCS uses three systems for reporting grades:
1. A numerically-based four-point grading system is used for establishing the quarter and semester grades in grades 6-12. This goes on the quarterly reports.
 2. A letter-based scale is used to indicate the categories of excellent (A), good (B), average (C), poor (D), and failing (F) in grades 1-12. This goes on the quarterly reports.
 3. A GPA (Grade Point Average) is used in the computation of semester and cumulative semester averages for high school level classes offered for credit.

GCS Grading Scale

AP and College Grading Scale

Letter Grade	Percentage	GPA	Letter Grade	Percentage	GPA	Letter Grade	Percentage	GPA
A+	97-100	4.0	D+	67-69	1.2	A+	97-100	A+
A	93-96	4.0	D	63-66	1.0	A	93-96	A
A-	90-92	3.8	D-	60-62	0.8	A-	90-92	A-
B+	87-89	3.4	F+	0-59	0	B+	87-89	B+
B	83-86	3.0	F	0-59	0	B	83-86	B
B-	80-82	2.8	F-	0-59	0	B-	80-82	B-
C+	77-79	2.5				C+	77-79	C+
C	73-76	2.0				C	73-76	C
C-	70-72	1.8				C-	70-72	C-

Cheating

All work should be original work done by the student and should only be submitted for one class. Any instance of cheating, including plagiarism, will result in a zero for that work and, depending on the situation, could result in a failing grade for the course. Disciplinary action may include a suspension and/or a parental conference.

Student Records and Transcripts

- A. Student cumulative folders are kept in the school office in fireproof cabinets and are filed by grade level. They contain the student application forms from each year; medical records, such as immunizations, physical, and injury reports; testing records; cumulative attendance and academic records, and discipline reports.
- B. Legal guardians may have access to their child's records after a written request has been submitted to and approved by the school Head of School, unless prohibited by court decision or state or federal law.
- C. Social workers may have access to a student's records with signed parental or Head of School approval and in accordance with state law.
- D. No records are transferred to another school until a withdrawal form is completed and all financial obligations to the school are paid in full.
- E. Transcripts for seniors are sent free of charge to colleges where a student has applied. When the student graduates, a complete transcript will be sent to the student's accepted college.
- F. Any time a teacher or parent becomes aware of a change of address, phone number, work number, or other pertinent information, it should be sent to the school office as soon as possible. Current information is necessary for the care and protection of a student in an emergency.

Honor Roll

- A. Honor Roll requirements are figured on five or more core disciplines which include all academic subjects that meet 5 days a week. Requirements are:
 - 1. No grade below a B (2.8).
 - 2. No remaining incompletes for the semester.
 - 3. The average grade must be 3.5 or above (no rounding).
- B. High Honor Roll requirements are figured on five or more core disciplines, which include all academic subjects that meet 5 days a week.
 - 1. No grade below and A+ (4.0).
 - 2. No remaining incompletes for the semester.
 - 3. The average grade must be 4.0 or above (no rounding).

Awards Program

Secondary students will be recognized during the awards chapel at the end of the school year. Each teacher will determine the criteria and recipients of their awards.

Academic Probation

Based on quarter grades for grades 6-12, students may be put on academic probation and be unable to participate in extracurricular activities based on the following:

- A. Athletic eligibility:

Academics are a vital part of being an athlete at Granger Christian School. Every athlete at GCS is a student first and then an athlete. We challenge our athletes to honor Christ in every area of their lives, and academics are a major aspect of their lives. Due to the fact that we view academics in this way, we have set some policies to hold our athletes accountable.

1. Students are ineligible to play or practice if they currently have two Ds or one F in any class.
- B. Probation: If a student has two D's or one F, he or she is ineligible for other extra-curricular activities, including but not limited to, the worship team, yearbook, student council, class officer positions or drama club.

Retention Policy

It will be the right of the school to retain a student if it is determined to be in his or her best interest. The final determination will be made by the Head of School or assistant Head of School. Parents are to be given ample notice during the course of the year that the student's achievement and/or development are of concern. In general, retention will be considered more readily in the lower grades than in the upper grades.

Withdrawal from Granger Christian School

In order to properly withdraw from school, the parents/guardian should notify the front office. After the school has been notified, a withdrawal form will be issued asking the parents/guardians to complete an exit survey. If there are missing items, such as textbooks, library books and athletic uniforms, that need to be turned in, as well as fines, charges, and payments that have not been paid, the guardian will be contacted directly. No records will be transferred until the school bill has been paid and all school property has been returned.

Transfer Students

Students (home school or any other school) who transfer to Granger Christian School are held to the same credit requirements as current students. The only exception is Bible class, in which past credits missed will not have to be made up, but where students are placed in grade-level class and are required to take Bible until graduation.

Achievement and College Prep Tests

ISTEP tests are given in grades 3-10, and the Northwest Education Assessments (NWEA) are administered to grades K-10. For college-entry tests, GCS provides schedules, registration information, test study books and personal help in the classroom with related test insights. Test results are recorded in the student's permanent record.

- A. PSAT tests - administered at GCS.
- B. Scholastic Aptitude Test (SAT) and American College Test (ACT) - taken at designated sites.
- C. WIDA ACCESS test - administered annually to all English Language Learners.
- D. ACCUPLACER test - an additional test that identified students are required to take.

Valedictorian/Salutatorian Requirements

- A. To be considered for Valedictorian or Salutatorian of a graduating class, a student must attend the school for at least 6 semesters during high school.
- B. Any credits transferred into the school will be calculated on GCS's grading scale and applied toward the aggregate Grade Point Average.

- C. The students with the top two Grade Point Averages will earn the titles of Valedictorian and Salutatorian respectively. Should two (or more) students have equal GPAs, an average calculation of percentages for all courses taken for high school credit will determine the top two places. If the percentages are tied to three or more decimal places, the school will reserve the right to name Co-Valedictorians or Co-Salutatorians, if deemed appropriate and necessary.
- D. The announcement of Valedictorian and Salutatorian will be based upon student standing after 7 semesters of high school. In the event that a student's academic performance severely declines during the 8th semester (spring semester of senior year), then the school will reserve the right to name an alternate Valedictorian and /or Salutatorian.

Internships or Work Studies

- A. Students interested in an internship or work experience during school hours must fill out an application.
- B. Students must arrange their schedule with the Head of School and fill out the proper form that requires signatures from the student, parents of the student, and employer or school official.
- C. Students must take a minimum of four classes per semester and maintain a 2.0 grade point average and may periodically have to submit a work/school verification update.
- D. Employers may be contacted to verify employment, or students may be asked to submit their timesheet for review and approval.

Granger Christian School Graduation Requirements

	College Preparatory Diploma	College Prep Diploma with Academic Honors
Total Credits Required	50 Credits *	55 Credits * (see additional requirements)
Bible	8 Credits	8 Credits
	4 Years of Bible	4 Years of Bible
English/Language Arts	8 Credits	8 Credits
	English 9 English 10 English/Language Arts English 11 Speech & Creative Writing	English 9 English 10 English 11 Speech & Creative Writing
Math	8 Credits	8 Credits
	Algebra I Geometry Algebra II Pre-Calculus or Finance	Algebra I Geometry Algebra II Pre-Calculus or Finance AP Calculus or Finance
Science	6 Credits	6 Credits
	Biology Chemistry Earth Science or Physics	Biology Chemistry Physics
Social Studies	6 Credits	6 Credits

	U.S. History Government & Economics Geography or World History	U.S. History Government & Economics Geography or World History
Foreign Language	4 credits	6 credits
	Same language	Same language (see alternative option below)
PE/Health	3 Credits	3 Credits
	Physical Education Health	Physical Education Health
Fine Arts	1 credit	2 credits
	Options include but are not limited to: Art Drama Worship Team	Options include but are not limited to: Art Drama Worship Team

*The total credits specify the minimum requirements for graduation with respective diploma. The GCS schedule provides time for additional electives to be taken during the high school years. Students are strongly encouraged to take advantage of the opportunity to acquire additional electives credits by taking a more rigorous or challenging class schedule.

In addition, students are required to have one hundred (100) hours of community service to graduate (25 hours per year attended).

College Preparatory Diploma with Academic Honors – Additional Requirements ▫ Grade point average of 3.5 or higher ▫ No semester grade lower than a 72.0% ▫ Earn six (6) credits of the same foreign language or four (4) credits in two different foreign languages ▫ Complete one (1) of the following:

- Four (4) credits in two AP courses and take the corresponding AP exam
- Six (6) transferable college credits through a dual high school and college credit courses
- Six college credits through the “REACH” or similar program
- A combination of the AP and college credit options (i.e., 2 AP credits/AP exam and 3 college credits)
- SAT composite score of 1250 or higher (minimum score of 530 on each section) OR ACT composite of 26 or higher with complete written section
- Four (4) credits in IB courses and take corresponding IB exams

V. Student Behavior

A. Goals

The fundamental goal of Granger Christian School is to present a Christian educational program to students and a Christ-like model to the community. In light of these goals, lifestyle is an important consideration. Students enrolled at GCS and the staff members who work here are representatives of the school twenty-four hours a day, seven days a week, and as such agree to abide by the character traits of the school. At times school consequences will be applied for behavior that occurs away from school property and outside of school time. (Some examples are lying, cheating, stealing, substance abuse, any other illegal activity or sexual immorality.)

B. Expectations

Student behavioral expectations at Granger Christian School are modelled on our GCS Character Guidelines. These guidelines outline the character traits that all students and staff agree to abide by. We aim to do **our personal best**, for **God’s greatest glory**. The guidelines break down into the outward categories of **reliable, responsible, respectful, and ready to learn**. These outward categories directly relate to the inward traits of being a **truthful, trustworthy, and loving learner**. Each category includes further explanations, but the lists are not a complete set of rules, and any behavior that goes against the basic traits may be subject to correction. Failure to abide by these guidelines will result in correction through warnings and consequences.

1. By being reliable, I show that I am truthful.

a) *I am truthful*

- b) *I follow school rules and procedures*
 - c) *I do the right thing even when no one is watching*
 - d) *I work neatly*
 - e) *I work independently*
 - f) *I adjust to various situations*
2. By being responsible, I show that I am trustworthy.
- a) *I exhibit self control*
 - b) *I complete homework and class assignments on time*
 - c) *I use class time wisely*
 - d) *I follow directions*
 - e) *I keep track of my assignments and submit them on time*
 - f) *I return important papers on time*
3. By being respectful, I demonstrate my love for others.
- a) *I speak respectfully to others*
 - b) *I speak when appropriate*
 - c) *I do not argue*
 - d) *I work well with others*
 - e) *I show concern for others' feelings*
 - f) *I treat school and others' property with respect*
4. By being ready to learn, I demonstrate that I am active in my own learning.
- a) *I am responsible for my own learning*
 - b) *I am on time to school and classes*
 - c) *I am organized, and have all my required materials*
 - d) *I am attentive in class*
 - e) *I seek help when I need it*
 - f) *I accept constructive criticism and correction without arguing*

		GCS Character Guidelines			
<i>I do my PERSONAL BEST</i>					
I am Truthful	<u>RELIABLE</u>	<ul style="list-style-type: none"> † I am truthful † I follow school rules and procedures † I do the right thing even when no one is watching † I work neatly † I work independently † I adjust to various situations 	<u>RESPONSIBLE</u>	<ul style="list-style-type: none"> † I exhibit self control † I complete homework and class assignments on time † I use class time wisely † I follow directions † I keep track of my assignments and submit them on time † I return important papers on time 	I am Trustworthy
	<u>READY TO LEARN</u>	<ul style="list-style-type: none"> † I am responsible for my own learning † I am on time to school and classes † I am organized, and have all my required materials † I am attentive in class † I seek help when I need it † I accept constructive criticism and correction without arguing 	<u>RESPECTFUL</u>	<ul style="list-style-type: none"> † I speak respectfully to others † I speak when appropriate † I do not argue † I work well with others † I show concern for others' feelings † I treat school and others' property with respect 	
I am an Active Learner		For GOD's GLORY		I am Loving	

C. Infractions

- Consequences for behavioral infractions are based both upon the seriousness of the infraction, as well as previous infractions that demonstrate a pattern of behavior. All consequences are up to the discretion of the administration based upon the infraction, but the following guidelines are the basis for all decisions.

Infraction Level	Points	Consequence
1	0	Lunch detention
2	1	After school detention
3	4	After school detention or Suspension
4	8	Suspension

- In order to address repeated patterns of behavior, the 5th Level 1 lunch detention earned will result in a Level 2 after school detention instead. Subsequently the 4th, then 3rd, then 2nd, then 1st Level 1 infractions will be considered Level 2 infractions. In the same manner the 5th Level 2 after school detention earned will result in a Level 3 suspension instead. Subsequently the 4th, then 3rd, then 2nd, then 1st Level 1 infractions will be considered Level 2 infractions.
 - 8 points** will result in the student being placed on **behavioral probation**. The terms and timing of the probation will be on a case-by-case basis. However, all students on behavior probation will be excluded from extracurricular activities, including clubs and sports.
 - 16 points** will result in the **student's standing being reviewed by the Head of School** with the possibility of immediate exclusion and/or withdrawal with possible denial of re-enrollment.
- Levels of Infraction

Level 1 - usually includes appropriate warnings
<ul style="list-style-type: none"> Classroom or hallway misbehavior that is not in line with the GCS Character Guidelines. Four class tardies. Dress code violations. Unauthorized technology use during school hours (including cell phones). This is a Level 1 infraction that requires no warnings, and the device will immediately be taken to the office to be picked up after school. Failure to serve assigned lunch detention. Missing ID
Level 2 - no warnings
<ul style="list-style-type: none"> <i>Repeated Level 1 infractions.</i>

- Disrespect, disobedience, purposeful disruptiveness or defiance (verbal or nonverbal).
- Inappropriate display of affection or physical contact in boy/girl relationships.
- Inappropriate language in spoken or written form or obscene behavior.
- Dangerous or injurious horseplay.
- Failure to serve assigned after school detention.

Level 3 - no warnings

- Showing willful disobedience and/or gross disrespect.
- Leaving campus without permission.
- Cheating. All work should be original work done by the student and should only be submitted for one class. Any instance of cheating, **including plagiarism**, will result in a zero for that work and, depending on the situation, could result in a failing grade for the course.
- Viewing or sharing inappropriate material in any format or media, including inappropriate use of social media inside or outside of school (inappropriate language, hurtful comments, pictures or videos that conflict with a biblical lifestyle and create a disruption to the school family).
- Damaging personal and school property.
- Stealing, lying, gambling, skipping school/class etc.
- Aggressive behavior such as repeated verbal insults or attacks on others, publicizing hurtful or slanderous information about anyone.
- Use of a teacher's or another student's password or identity
- Forgery (of notes or excuses)

Level 4 - no warnings

- Repeated Level 3 offenses.
- Use, distribution, possession, influence of alcoholic beverages and/or any other controlled substances, or "look-alikes".
- Use, distribution, possession of tobacco or "look-alikes". This includes the possession of an electronic cigarette (generally known as "e-cigarette"). This also includes any item that looks like or is represented to be an electronic cigarette.
- Fighting
- Verbal assault (a threat to inflict injury upon another person),
- Physical assault (where there is one aggressor)
- Sexual assault
- Sexual misconduct (NOTE: In cases where sexual misconduct is suspected, the student will immediately be placed on temporary exclusion status until the case is fully reviewed by the Head of School and final determinations can be made.)
- Sending or displaying threatening material
- Harassment (Harassment is inappropriate conduct that negatively impacts a student's educational, physical, or emotional well-being regardless of intent. This can be sexual or racial, hazing or bullying.)

- Possession of weapons (real or fake), or an object which may be used to cause harm or threaten harm to others. This includes pocket knives, kitchen knives, airsoft guns, or replicas of any other kind.
- Shoplifting
- Hazing
- Civil and criminal offenses
- Activities outside the school which have led to the arrest and conviction by the police

Illegal Infractions - *no warnings*

- Drug Abuse - Abusing, possessing or selling drugs may result in immediate exclusion. The proper law enforcement authorities will be contacted.
- Guns, Knives, Other Weapons and Threats of Violence - Guns (fake or real), knives or other weapons may not be brought to school or anywhere on the school grounds at any time. Infractions will be dealt with immediately. Any Head of School, faculty member, staff member, parent or student with knowledge of threat, possession or the actual use of a weapon must immediately report it to the administration who will call local law enforcement and remove the student(s) from the school, pending a full investigation.

D. Further Details

1. Classroom Expectations

- a) Students will be respectful and abide by the GCS Character Traits.
- b) Every four arriving-to-class tardies will result in a lunch detention.
- c) No drinks other than water in the classroom.

2. Dress Code

The dress code at GCS is designed to further our mission and philosophy of education, be easy to understand, be easy to enforce, be affordable, minimize rules, and maximize values. Our desire is to instill values of modesty and to train our children to have an overall perspective that will survive the ever-changing fashion cycles. Our goal at GCS is to dress to honor Christ with a modest and neat appearance. Therefore, clothing should not be a distraction and should fit appropriately. No undersized or oversized clothing is acceptable. Any hair and dress styles that are overly faddish or that draw attention to the student will not be allowed. We seek your cooperation in carrying out these standards so that the Biblical teachings of respect for those in authority might be upheld (Hebrews 13:17). God is interested in changed hearts and lives that demonstrate that change (1 Samuel 16:7, 1 Peter 3:3-4).

If a child comes to school dressed improperly, you will be requested to bring him/her a proper change of clothing. The dress code is in effect for all school days, as well as school-sponsored events.

Hair/Jewelry

Boys: Hair cannot be in the eyes.

Earrings or other body piercings are not allowed.

Girls: Pierced ears are acceptable.

Body piercing, excessive jewelry, and excessive make-up are not allowed.

All: Hair color must be predominantly natural color. Sparse highlights are permissible.

Shirts/Tops

All graphics or language on any clothes must be Christ-Honoring All shirts and dresses must have sleeves.

Shirts and tops may not be more than one size larger than a student normally wears.

Shirts must not reveal the body during normal activity.

Shirts may not have a plunging neckline.

All undergarment straps must be covered.

Pants/Shorts

Casual wear, including jeans is acceptable daily attire. Belts are optional.

Pants and shorts must not reveal undergarments during normal activity.

Shorts, dresses, and skirts are to be no more than 3" above the knee.

These must be without holes.

Leggings or form-fitting pants (yoga pants, etc.) are permissible, but require a shirt or dress that covers the student down to the mid-thigh or longer (erring toward the knee).

Shoes

Shoes and sandals must have a back strap or an enclosed heel.

SPECIAL DAYS: Events such as Spirit Week, Prom, and 12 Days of Christmas may have specific dress requirements which will be communicated by staff at the appropriate time. Other special event days will be announced in which changes to the dress code will be acceptable.

GYM CLOTHES: Students must wear gym shorts that are no more than 3" above the knee. Any color shorts or T-shirt is acceptable. All graphics or language on gym clothing must be Christ-honoring. Appropriate gym shoes are required. Only shoes with non-marking soles are acceptable.

3. Hallway Behavior

- a) No eating in the hallways.
- b) Students must be respectful of others and other classes while in the hallway.
- c) No running, jumping or behaving dangerously in the hall or on the stairs.
- d) Students may not use the elevator.

4. Lunchroom Rules

- a) Food must be eaten at the lunch tables only. Food is not allowed in the hall or classrooms unless authorized by a teacher or administrator.
- b) Students must clean up their own food area.
- c) Students should remain in the lunchroom for the entire lunch period and must have permission from staff on duty to go to the restroom.
- d) Vending Machines - Students may use the vending machines during lunch with teacher permission and after school. Students are not to carry pop anywhere in the building.

5. Plagiarism

- a) All work should be original work done by the student and should only be submitted for one class.
- b) Any instance of cheating, including plagiarism, will result in a zero for that work and, depending on the situation, could result in a failing grade for the course. Disciplinary action may include a suspension and/or a parental conference.

6. Consequences

- a) Lunch Detention will take place during lunch each day. Students must get their food within the first 5 minutes of lunch and be in detention for the remaining 20 minutes.
- b) After school detention will take place on Wednesdays from 3:15 - 4:00pm.
- c) Suspensions will be at the discretion of the administration and will be either be supervised in-school, or be out of school.
- d) Behavioral probation will a modification of rules, consequences or both, at the discretion of the administration. The length of probation will also be up to the discretion of the administration depending on the infraction.
- e) Administration has the discretion to exclude a student from Granger Christian School at any time.

VI. Student Activities

Athletics

- A. Granger Christian offers various athletic opportunities:
 1. Middle school boys: soccer, basketball, golf
 2. Middle school girls: volleyball, basketball, soccer, golf
 3. High school boys: soccer, basketball, golf
 4. High school girls: soccer, volleyball, basketball, golf
- B. Athletics is viewed as a ministry opportunity. Sportsmanship and appearance are also very important in helping the athletes realize their responsibility "to show forth Christ through sports."
- C. Eligibility for athletes can be found in the Athletics Handbook.

Class Officers

Elections are held in the 4th quarter and must be completed before May 10th. Students interested in running for office must fill out an application and submit it to their class sponsor.

- A. President: create a written agenda for officer and class meetings, oversee officers' jobs, oversee all committees and fundraisers, approve quarterly report before it goes to the Head of School.
- B. Vice President: prepare quarterly updates for the Head of School about projects completed and in the works and a financial report, gather information from the secretary minutes and treasurer reports, include any information on elementary involvement.
- C. Secretary: take meeting minutes and send to officers or class, provide the vice president the necessary information for the quarterly report.
- D. Treasurer: get approval for fundraisers 60 days prior from administration, provide treasurer report for vice president for monthly report.
- E. Chaplain: look for spiritual development and outreach opportunities for the class, assist in planning chapels and the National Day of Prayer activities.

BETA Club

Drama

- A. Drama Club
- B. Fall and spring musicals
- C. Eligibility-A student must be present for 4 of 7 periods to be eligible to participate in extracurricular activities that school day. The same is true for Friday attendance before extracurricular activities on the following Saturday.

Prom

Each spring, prom is held to honor the senior class. All students in grades 9-12 are encouraged to participate. This is primarily an activity for Granger Christian students, however, outside guests may attend.

- A. It may be held at the school or another location.
- B. Dress for the occasion may range from semi-formal to formal, but must be modest and in good taste. Nice dresses and suit coats with ties are acceptable.
- C. Prom attire must be submitted to and approved by the teacher in charge one month prior to the actual event. The dress code will be closely monitored.
- D. The juniors and their sponsor are responsible for overseeing the preparations and program for the prom, although the Head of School or assistant Head of School has final approval.

National Honor Society

Students that wish to join the Granger Christian School chapter of the National Honor Society, known as the Timothy Chapter, must submit an application to the Head of School. The application focuses on the following four areas:

- A. Character: As summarized by Hebrews 13:17, "Obey your leaders and submit to their authority...Obey them so that their work will be a joy, not a burden..." A faculty council of five members reviews the character of each student that is otherwise NHS eligible, to see if they meet the character qualification.
- B. Scholarship: Any junior or senior meets the scholarship requirement if they have a cumulative grade point average of 3.5 or higher.

- C. Leadership: Applicants are asked to list any co-curricular and extracurricular activities, as well as any leadership positions in school or church within the last 3 years.
- D. Service: Applicants are asked to list any community activities, awards, and work experiences with the last 3 years.

There is no limit to the number of members. The Timothy Chapter's main goal during the school year is to be actively involved in the planning and implementation of a community service/ministry project. Members are encouraged to be a service worker whenever possible.

Senior Mission Trip

The purpose of the senior trip is to continue the student's educational experience in the following four areas:

- A. Spiritual: Opportunities are planned for devotions, prayer, and church attendance whenever possible.
- B. Social: Realizing this is the last time the group of young people will be together, it should be a time of fun. Recreation activities will be planned that are consistent with spiritual principles and Granger Christian standards.
- C. Scholarship: The trip will be a continuation of the student's educational experiences.
- D. Service: Realizing that Christians should seek to be a witness and testimony and have a positive spiritual impact on people, some type of ministry activity will be incorporated into the trip.

The key to a successful trip is balancing and blending the above elements to provide for a meaningful and memorable experience. The secondary Head of School will plan the itinerary with the senior class sponsor, make travel arrangements, and secure the necessary number of chaperones (parents and teachers) to go on the trip.

Student Council

The student council has been established to teach and model leadership to secondary students. Students interested in being involved in student council must fill out an application provided by the faculty advisor and receive five signatures of supporting classmates of the same grade.

VII. Health Policies

Injury at School

All serious injuries should be reported to the school office for treatment. The office staff will administer emergency first aid and notify parents.

Illness at School

If a student becomes ill during school, he or she is to request a pass to come to the office. The school staff will call the parents if it is determined that the student needs to go home. The student is not to call home. Parents will be notified and expected to pick up their children when they are running a temperature of more than 98.6 degrees. The student must be free of a fever, vomiting, or diarrhea for at least 24 hours before returning to school.

Medication Policy

- A. All prescription medication must be taken to the office and will be stored in the sick room. Prescription medications must be in the original physician's or pharmacy's container, labeled with the physician's name, the student's name, the name of the medication, the amount to be given, the time to be given, and the duration the medication is to be taken. Pharmacies will often give duplicate containers on request so that parents can send only the amount needed at school to the school.
- B. All over-the-counter medication must be taken to the office and will be stored in the sick room. It also must be in the original container.
- C. Parents must sign a permission slip for all medications. Information should include the name of the medication, dosage, time and condition for which the medication is needed.
- D. Junior high and high school students are allowed to carry emergency medications with a physician's permit; however, these medications must be kept with the student and not stored in lockers. The student must act responsibly in carrying medication (i.e., not share medication or leave medication unsupervised) or the permit will be revoked.

General Guidelines for Various Conditions

- A. Please keep your child home when he or she is ill, for his sake and for the sake of others.
- B. If a student has a temperature above 98.6 degrees, has vomiting, diarrhea, or excessive coughing in the morning, he or she should be kept at home. The student must be free of a fever, vomiting, or diarrhea for at least 24 hours before returning to school.
- C. Students that have "pink eye" (conjunctivitis), strep throat or other contagious conditions must be treated with antibiotics for at least 24 hours before returning to school.
- D. In making the determination to exclude a student from school due to the presence of a rash, communicability to others is a primary consideration. A visit to the doctor may be necessary to determine if a rash is contagious. Students referred to a physician for determination of communicability must have a physician's note that clears the student to return to school prior to or at the time of return to school.
- E. Parents are notified if their child is found to have head lice and sent home. Parents must treat the child according to product instruction prior to returning to school. Most lice treatments are a two-treatment system, 7-10 days apart. After the second treatment, the student will be rechecked and must be free of live lice. Several additional head lice checks will occur in the following weeks. Classmates and close friends are checked for head lice. All effort is used to maintain the confidentiality of the affected student.
- F. Cuts and open wounds should be covered for the student's protection as well as the protection of others. If wounds are draining or wounds cannot be covered, parents may be asked to keep the student out of school until the wound can be safely covered or cared for. On occasion, a visit to a physician is necessary to determine communicability of the wound. Students referred to a physician for determination of communicability must have a physician's note that clears the student to return to school prior to or at the time of return to school.

Immunization Policy

- A. The immunization policy follows the codes and laws established by the State of Indiana.
- B. Parents or guardians must provide the school with documentation of immunization and students must be current with immunization. Documentation of immunizations consists of submitting a photocopy of the student's immunization records. This can be submitted to the office or directly faxed from your physician's office or from a previous school.
- C. Indiana law provides exemption to immunization for religious or medical objection. A religious exemption requires a written statement signed by the parent objecting to each immunization. A medical exemption requires a physician signature recommending the exemption based on a medical condition.
- D. Forms are available in the school office and must be renewed each school year prior to the first day of school.
- E. If your student requires a catch-up schedule, please see the school office to coordinate spacing and scheduling of immunizations.

Head Injuries and Concussions

Any head injury will result in an immediate phone call to the parents explaining the situation and current symptoms. Please note that and EMS will be called at any time if the office staff deems that necessary. Parents who prefer to give consent for an EMS to be called immediately in the event of a head injury must sign the EMS Consent form and return to the office.

VIII. Other Policies and Forms

Non-Discrimination Statement

It is and shall be the policy and practice of Granger Christian School, in the admission of students and in the hiring of employees, not to unlawfully discriminate on the basis of the applicant's race, color, gender, nationality, ethnic origin, age or handicap.

Acceptable Use Policy for Students

The guiding principle for the use of technology and networks of Granger Christian School should always be for the purposes intended by the ministry, and in a manner that glorifies the Lord Jesus Christ. (I Corinthians 10:31 "...whatever you do, do all to the glory of God." Colossians 3:17 "And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.")

- A. Personal Safety
 - 1. You will not post contact information (e.g., address, phone numbers) about yourself or any other person.
 - 2. You will not agree to meet with someone you have met online without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to school authorities immediately.

B. Privacy

1. Email is not guaranteed to be private. Network or other computer use or storage areas are and will be treated as school property. Computers, files, and communications may be accessed and reviewed by administrative personnel.
2. You will not post private information about yourself or another person.

C. Respect for Others

1. You will not repost a message that was sent to you privately without permission of the person who sent you the message (unless you need to disclose illegal, inappropriate, or harassing language to your teacher).
2. You will not post or type information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
3. You agree not to send hate mail or messages.
4. You will not harass another person by a persistent action that distresses or annoys another person, and you must stop if asked to do so.
5. You will not post private information about yourself or another person.

D. Inappropriate Language and/or Content

1. On any and all uses of the Internet and your device, whether in application to public or private messages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
2. You will not use the computer system to access material that is profane or obscene (pornography), or that advocates illegal acts, violence, or discrimination toward other people.
3. If you mistakenly access inappropriate information, you should immediately tell your teacher or another staff member. This will protect you against a claim of intentional violation of this policy.
4. Your parents should instruct you if there are additional materials they think would be inappropriate for you to access. The school fully expects that you will follow your parents' instructions in this matter.

E. Internet Access

1. You may not make use of anonymous proxy servers or sites to bypass filtering.
2. You may not make use of remote access to a personal computer or device for obtaining unrestricted Internet.

F. System Security

1. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no circumstances should you give your password to another person.
2. You shall not purposely give out your password to anyone else. You will keep your password secure by not telling it to others, by not writing it somewhere that someone else can come upon it, and by not creating a password that is easily guessed. By default, any GCS-provided password is your student ID, which is an acceptable unique password.
3. You agree not to purposely attempt to obtain the password of another or log on with another member's account.
4. You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

5. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.
6. You will avoid the inadvertent spread of computer viruses when downloading software.
7. You shall not intentionally download any viruses or to attempt to circumvent anti-virus protection programs, or intentionally attempt to degrade or disrupt the school computer.
 - a. You agree to use extreme caution when opening email attachments received from unknown senders, which may contain viruses, email bombs, or Trojan horse code.
 - b. If you believe you can identify a security problem on the Internet or other computer program, you must notify a system administrator or teacher. Do not demonstrate the problem to other users.
 - c. Do not use another user's account or share your account. Doing so will result in the loss of privileges for both parties.

G. Respecting Resource Limits

1. You will use the system only for education and career development activities and limited, high-quality, self-discovery activities.
2. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately transfer the file from the system computer to your personal computer.
3. You are responsible for obtaining permission for personal printing and paying the appropriate costs. Parents shall be ultimately responsible for all such costs. Parents should make sure their children understand the costs of printing unnecessary material.
4. You will not post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to a large number of people).
5. You will subscribe only to high-quality discussion group mail lists that are relevant to your education or career development.
6. You will not use the computer system or your device for commercial activities, product advertising, political lobbying and extensive personal use.
7. You must obtain permission from the supervising staff member or teacher before downloading large files or installing programs to a computer.
8. You may not use the school network to participate in live public chat rooms.

H. Illegal Activities

1. You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's account number or accessing another person's files.
2. You will not use our system to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
3. You shall not transmit or knowingly receive any materials in violation of any United States, State of Indiana or school regulation, policy or law. This includes,

but is not limited to, the following: copyrighted material, threatening, harassing, pornographic, obscene, or profane material, materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory material or material protected by trade secret.

I. Accountability

1. Students knowingly violating the terms of this policy or agreement will be dealt with according to the student discipline policies of the school, and such activities may result in the termination of their account/access and/or expulsion from school.
2. Students and parents agree to cooperate with the school in the event of the school initiating an investigation of a student's misuse of his or her access to the computer network and Internet, whether that use is on a school computer or on another computer outside the school's network.
3. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his or her actions in accessing and utilizing the school's computer resources.
4. Students are responsible for any material they produce.
5. Students will not plagiarize works that are found on the Internet. Plagiarism is taking the ideas and writings of others and presenting them as if they were yours.
6. Students will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Direct any questions regarding copyright law to a teacher.

J. Liability

1. Students and parents agree to hold Granger Christian School and its employees harmless from any and all loss, costs, or damages resulting from the use authorized under this agreement, including, but not limited to, any fees or charges incurred through purchases of goods or services by the user over the electronic network.
2. The school makes no guarantee that the functions or the services provided by or through the system will be error free or without defect. The school will not be responsible for any damage you may suffer, including, but not limited to, loss of data, interruptions of service, or computer viruses. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising from the unauthorized use of the system.

Consequences for Failure to Observe This Agreement:

The use of school equipment is a privilege, not a right. This privilege may be revoked, if abused, and may subject the individual to discipline, civil penalties, and/or criminal penalties. The user is personally responsible for his or her actions in accessing and utilizing the school's computer resources. A good rule to follow is to never view, send, or access materials which you would not want teachers, parents or supervisors to see.

The range of consequences for misuse is as follows:

- A. Verbal and/or written warning
- B. Loss of privileges for a period of time determined by the administration and appropriate to the offense.
- C. Progressive disciplinary action according to the code of conduct for students, including possible suspension and/or exclusion.
- D. Criminal prosecution or civil penalties.

IX. Appendix

Homeschool Policies

Granger Christian School is committed to helping and assisting homeschooling parents whenever possible. The following policies apply:

- A. Parents need to follow procedures outlined by the administration in order to apply for student admission to classes or to participate in co-curricular activities.
- B. Home school fees are established by the school board each year.
- C. GCS does not loan out testing or curriculum materials to homeschool parents.
- D. Homeschool students may participate in field trips and other special activities as long as they provide the following:
 - 1. A written permission slip for that activity
 - 2. An emergency medical release form on file in the office.
 - 3. A signed waiver of liability that will bear the cost of personal injury expense and not hold the school liable for any damages.
 - 4. The cost or fee paid for the activity.

Schedules

High School				
Mon, Tues, Thurs, Fri			Wednesday	
HR	8:00-8:10		HR	8:00-8:10
1st	8:15-9:05		1st	8:15-9:05
2nd	9:10-10:00		2nd	9:10-10:00
3rd	10:05-10:55		Chapel	10:05-11:30
4th	11:00-11:50		3rd	11:35 - 12:25
Lunch	11:55-12:20		Lunch	12:30 - 1:05
5th	12:25-1:15		4th	1:10 - 2:00
6th	1:20-2:10		5th	2:05 - 3:00
7th	2:15-3:00			

Middle School				
Mon, Tues, Thurs, Fri			Wednesday	
HR	8:00-8:10		HR	8:00-8:10
1st	8:15-9:05		1st	8:15-9:05
2nd	9:10-10:00		2nd	9:10-10:00
3rd	10:05-10:55		Chapel	10:05-11:30
Lunch	11:00-11:25		3rd	11:35 - 12:25
4th	11:30-12:20		Lunch	12:30 - 1:05
5th	12:25-1:15		4th	1:10 - 2:00
6th	1:20-2:10		5th	2:05 - 3:00
7th	2:15-3:00			

Curricular/Co-Curricular/Extracurricular Conflict Resolution Process

Granger Christian School exists first and foremost to bring glory to our great God.

Colossians 3:23 calls us to work hard at all things, because ultimately, we are doing those things for Christ, and not for ourselves. This Scripture makes it clear that anything less than an all-out effort does not please God. We therefore expect excellence from all stakeholders -from our administrators, teachers, coaches and students alike. We also believe strongly that when a student commits to being a part of something, they do not do so flippantly, but they commit to it with all that they have.

With that being said, we understand that in a school our size there may be instances in which a student has more than one commitment at the same time. We will do what we can in terms of scheduling to avoid such conflicts, but when these conflicts do arise we want to be prepared for it. We must consider what is best both for the school as well as what is best for the student. Here are some general guidelines as these situations arise:

1. School Events vs. Non-school Events

School sponsored events or activities take priority over non-school sponsored events or activities. Exceptions may be made to this policy - at the discretion of the administration - for special family or church events. If an exception is not given, the coach or sponsor of the school sponsored event “may” withhold the next event from the student’s participation. Whether or not an exception or consequence is applied, school personnel will focus on continuing to love and

support the child, and not pressure the child's or parent's decision. The school will follow IHSA rules, and where it applies, will implement any required consequences.

2. School Performances vs. School Practices

Performances/games take priority over practices/rehearsals. For example, if a student has a band concert at the same time as a basketball practice, the student is expected to attend the band concert. These are what we consider to be "unequal" school events, and in these situations the student is expected to attend the performance/game over the practice/rehearsal.

3. School Performances vs. School Performances

If a student has multiple "equal" events (i.e. more than one school sponsored performance/game/ event or more than one school sponsored practice/rehearsal) on the same day, they will be excused from one of those activities. In these cases, the student, along with his or her parents, will decide which event they will attend. It is the student's responsibility to speak directly with both of the coaches/ teachers involved, well in advance of the conflict date, to inform them of his/her decision.

4. Curricular or Co-Curricular Performance/Event vs. Extracurricular Performance/Event

A performance, or event that is tied to a classroom grade will take precedence over an extracurricular event or practice. For example, a band student who is receiving a grade as a part of his/her performance, and who participates in a sport, would be expected to attend an evening concert performance over attending the athletic game or practice. An example of a curricular event would be that students would be able to attend the junior/senior trip without consequence from the extracurricular team that they are involved with.

Final Note: The Head of School or assistant, will retain the authority to make an exception to this policy, based on an unexpected, uncontrollable or unforeseen event. An example might include a student that has a fine arts performance that was planned beyond a sport season, but the sport made it to postseason play, such as a regional or semi-state event, creating a conflict.