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NON-DISCRIMINATORY POLICY

The Gilead Christian School recruits and admits students of any race, color, gender, or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis or race, color, gender, or ethnic origin in the administration of its educational programs, scholarships, loans, fees, tuition waivers, athletic or extracurricular activities, nor in the hiring of faculty or administrative staff. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

Welcome to Gilead Christian School. It is one of the few institutions in our American culture where a group of like-minded people can determine the policies of that institution, according to the dictates of their conscience, without government intervention. We thank God for the freedom to train our children as we deem appropriate!

In order to be successful in educating our children, there must be close cooperation between parents and school. This handbook is to help you better understand the school program and how we can effectively work together. If this handbook does not answer your questions, please feel free to contact the school office. In fact, visit us often. It encourages both your child and us!

In Christian Service,

Gary Miller
Gilead Christian School Administrator

Gilead Christian School Statement of Purpose

Gilead Christian School exists primarily to assist parents in fulfilling their divine responsibility to train thoroughly each child to obey God in every area of life. This will be accomplished by providing a program of learning experience to guide the individual student in understanding, appreciating and relating to the truth of God as revealed in His Word – the Bible and His world – the realms of nature and man. Academically, the school seeks to provide a learning program which is flexible and comprehensive enough to offer the best education possible for each individual student.

In the final analysis, it is the purpose of Gilead Christian School to help the student to grow as Jesus grew, "In wisdom and stature and in favor with God and man" (Luke 2:52).

Reviewed by GCS Board Policy Committee July 25, 1988

Statement of Faith*

1. *We believe* the Bible to be the inspired, the only infallible, authoritative Word of God.
2. *We believe* that there is one God, eternally existent in three persons – Father, Son and Holy Ghost.
3. *We believe* in the deity of our Lord Jesus Christ – in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return in power and glory.
4. *We believe* that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. *We believe* in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. *We believe* in the resurrection of both saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. *We believe* in the spiritual unity of believers in our Lord Jesus Christ.

**The statement of Faith of the National Association of Evangelicals.*

GCS PHILOSOPHY OF EDUCATION

Christian Education refers to the type of sound learning, which takes place when all the academic disciplines are taught by dedicated, highly qualified teachers

with a Christian perspective of God and the world. Christ and His teaching permeate the entire educative process.

All truth resides in God. The student's course of study and activities are opportunities, given by the Creator, through which the student can express obedience to God. Gilead Christian School will provide an environment, which encourages each student:

1. to discover his unique abilities;
2. to develop those graces and skills demonstrated in the life of Christ;
3. to achieve academic excellence in all disciplines;
4. and to exercise his God-given gifts in the expanding opportunities of his Christian development.

PREMISE: A philosophy is simply what one believes. Therefore, the following ten statements express what GCS believes with respect to Christian education and its role as an educational enterprise.

VIEW OF LIFE - World View

There is a clear distinction between the Humanistic (man-centered) view and the Theistic view. The Theistic view is God-centered and seeks to interpret all of life through the eyes of God and His Word- the Bible. God created man in His image (Gen. 1:26) and, the Bible is the account of God's efforts to bring man, the sinner, back to Himself in a perfect relationship as it was in the beginning (Gen. 1:31).

This supernatural, Theistic view of life is the foundation upon which the GCS philosophy of Christian education is grounded.

GOD

The existence of God is central to GCS philosophy. In the beginning God created the heavens and the earth (Gen. 1:1). He created all things (John 1:1). Through these creations, He continues to reveal Himself to man.

God exists in the Trinity with Jesus, His Son, and the Holy Spirit. Via the functions and roles of the Trinity, God's creation is destined to bring honor, glory, and praise to the Creator (Psalm 150:6).

We desire all who enter GCS to become cognizant of God, His majesty, and His unique purpose for each human being.

JESUS CHRIST

The Son, Jesus, is the mediator between God and man (I Tim. 2:5). The Father has given all and vested all in His Son (Colossians 1:14-17).

In Christian education we choose to pattern our lives and our teaching after the Master teacher (Matt. 5:2).

The "life-blood" of GCS is dependent on the Son – just as is the case for every believer. Hence, the verse "In Him we live and move and have our being" (Acts 17:28a).

THE HOLY SPIRIT

The indwelling of the Holy Spirit enables every believer to live the holy life. The Holy Spirit teaches (Luke 12:12). Furthermore, He guides, empowers, convinces the world of sin, of righteousness, and of judgment (I John 4:6). It is the Holy Spirit who enables the Child of God to know that which the natural man can never know (I Cor. 2:14).

In the Christian school where the Holy Spirit is welcome, there is freedom and liberty (II Cor. 3:17). Where there is liberty, students are free, relaxed, and able to learn at their greatest potential.

MAN

Mankind was created in the likeness and image of God (Gen. 1:22). Through disobedience, man became something less than what God intended, and therefore must be born again (John 3:7).

The fool (Humanist) hath said in his heart there is no God (Psalm 14:1). The wise man recognizes God and strives to honor and fulfill God's will for his life.

Man's highest calling is to become a Son; "and if a son, then an heir of God through Christ" (Gal. 4:6&7).

EDUCATION

To God there exists no schism between secular and the religious. All truth is God's truth. "The earth is the Lord's and everything in it, the world, and all who live in it" (Psalm 24:1).

Since truth cannot be divided, there can be no true education apart from God's Word, the Bible. Christian education, then, becomes the process whereby we learn to see things as God sees them.

The purpose of Christian education becomes two-fold; 1) to reveal God, and 2) to bring students into conformity with His revealed will.

The purpose of education is given in Isaiah 28:10. "For it is: Do this, do that, a rule for this, a rule for that; a little here, a little there". God reveals knowledge and wisdom in sequential, small portions at a time! Learning occurs in stages or sessions according to Ecclesiastes 3:1 "There is a time for everything, and a season for every activity under the heavens".

KNOWLEDGE AND WISDOM

In Proverbs we read that "The fear of the Lord is the beginning of knowledge" (Prov. 1:7a). In Proverbs 2:6, we read "For the Lord gives wisdom; from His mouth come knowledge and understanding".

GCS is a place where we emphasize "training hearts and growing minds." We desire to teach about Christ to the mind and to provide an atmosphere where the heart can accept Christ. When the facts of the gospel can move from the head (cognitive) to the heart (affective) and affect proper actions, we then are incorporating wisdom.

TRUTH AND GOD'S WORD

Man, since his existence, has pursued truth. Jesus said He is the truth (John 14:6). This is a bold statement for a man to express. It has been and is still a stumbling block to many.

Jesus also said that "Then you will know the truth, and the truth will set you free" (John 8:32).

Paul said "For we cannot do anything against the truth" (II Cor. 13:8). Pilate was silenced when Jesus said "The reason I was born and came into this world is to testify to the truth. Everyone on the side of truth listens to me" (John 18:37 & 38).

Many people live their lives without the truth. Families are raised with little knowledge of the truth. Christian education is one of the few remaining places where children can be exposed to the truth. All knowledge is purified and filtered through God's Word.

There is a striving that ceases when the truth is found in God and His word. Children and adults alike, come to a rest (Hebrew 4) once the truth has entered in.

PARENTAL RESPONSIBILITY

GCS exists to assist parents in the training of their children to understand and obey God. The fact that the education and training of children are the responsibilities of the parents is mandated in the following scriptures:

Proverbs 22:6 – "Start children off on the way they should go, and even when they are old they will not turn from it."

Deuteronomy 6:7 – “Impress the Word upon your children”.

Deuteronomy 31:13 – “...their children...must hear it and learn to fear the Lord...”

I Timothy 3:4 – “...and see that his children obey him...”

Proverbs 29:15 – “...the rod a reprimand impart wisdom...”

Proverbs 28:7 – “...A discerning son heeds instruction...”

Matthew 19:14 – “...Let the little children come to me...for the kingdom of heaven belongs to such as these.”

SALVATION - The Common Ground

The benchmark; the trait that characterizes; the cement that fuses a Christian school is salvation. “Whoever has the Son has life; whoever does not have the Son of God does not have life.” (I John 5:12).

Jesus told Nicodemus that he must be born again (John 3:3). We believe this to be the foundational goal of Christian education. Salvation must be the omnipresent thought throughout the fiber of the entire school.

All who center GCS; the staff, parents, children, friends, must feel the urgency of being born again and experiencing the newness of life in Christ (II Cor. 5:17). As GCS becomes an instrument of salvation, it fulfills the purpose for which it was created by the sponsoring Gilead Friends Church.

STUDENT EXPECTED OUTCOMES

From the purpose and philosophy of Gilead Christian School stem certain aims and objectives:

- 1. FOR THE SPIRITUAL AND MORAL GROWTH OF THE STUDENTS, OUR SCHOOL SEEKS....**
 - a. to teach the Bible and foster right attitudes toward it as God’s inspired Word;
 - b. to teach the essential doctrines of the historic Christ faith;
 - c. to lead the pupils into a personal, saving relationship with Christ as Savior and Lord;
 - d. to engender a desire to know and do the will of God;
 - e. to teach the students consistent daily Christian living and service, equipping and encouraging them to witness for Christ;
 - f. to develop a Biblical sense of right and wrong and teach the student how to overcome;

- g. to foster self-discipline in the student, based on respect for and reverence to God and all God-appointed authority;
- h. to build in the student a God-consciousness and to help them develop a consistent Christian Philosophy of life by integrating all subjects with the Bible;
- i. to develop Biblical Character traits in the lives of each student.

2. ACADEMICALLY, THE SCHOOL ENDEAVORS...

- a. to promote high academic standards, thus encouraging the students to gain a thorough comprehension and command of the fundamental processes used in communicating with others;
- b. to teach the student how to do independent research and to reason logically;
- c. to develop creative and critical thinking and the proper use of Biblical criteria for evaluation;
- d. to promote good citizenship through developing an understanding and appreciation of our Christian and American heritage of freedom and human dignity;
- e. to impart knowledge of the world and current affairs in all fields and to relate them to God's plan for man;
- f. to engender an appreciation and enjoyment of fine arts.



3. FOR THE STUDENT'S PERSONAL AND SOCIAL DEVELOPMENT, THE SCHOOL AIMS...

- a. to develop a balanced personality based on a proper understanding and acceptance of himself as God made him and on the full development of his capabilities in Christ;
- b. to foster wholesome personal relationships through development of social skills based on the Christian concept of love;
- c. to prepare for the wholesome and Christian use of leisure time;
- d. to show a realistic and Biblical view of life and work, and provide skills for future endeavors in education and vocation;
- e. to develop the proper attitudes, understandings and skill needed to establish God-honoring homes;
- f. to promote fitness, maintenance and skillful use of the body as the temple of God;
- g. to impart the Biblical attitude toward material things and promote the wise use of them for God's glory.

4. WORKING WITH THE HOMES FROM WHICH STUDENTS COME, THE SCHOOL DESIRES...

- a. To cooperate closely with the parents in every phase of the student's development, especially as it relates to the school program;
- b. To help the parents understand the school's purpose and program;
- c. To aid families in making their homes Christ-centered.

ACCREDITATION, AFFILIATION & CURRICULUM AREAS

The Ohio Department of Education charters Gilead Christian School (K-12). The school is also a member of the Association of Christian Schools International (ACSI) and an accredited member for grades K-8.

The school is operated as a non-profit organization under Articles of Incorporation of the Gilead Friends Church, a member of the Evangelical Friends Church Eastern Region, with headquarters in Canton, Ohio.

The basic curriculum areas are the following:

Bible, Mathematics, Language of Arts, Social Studies, Science, Health, Physical Education, and Fine Arts.

EXTRA-CURRICULAR AND IN-SCHOOL ACTIVITIES

Students have the opportunity to participate in the many ACSI sponsored events such as speech meet, math olympics and spelling bee.

School musical programs at Christmas and in the spring and a Spring Arts Show have school wide participation. GCS offers choir starting in 4th grade and band starting in 5th grade. Sports activities available at the elementary level are volleyball, basketball, and soccer.

REQUIREMENTS FOR EXTRA-CURRICULAR ACTIVITIES

In order for students to be eligible for extra-curricular activities such as sports, choir, band, etc. they must meet the following requirements:

1. At least an overall "C" average and no "F's" in any class (on quarterly report cards and/or weekly eligibility slips).

If a student loses academic eligibility, it may be regained when the teacher(s) notifies the administration that the student has corrected the deficiency.

2. The student cannot be a discipline problem in class or at school-related activities.

PROCEDURE TO REQUEST PUPIL ASSISTANCE

Students Grades 3 – 12 *

I. Existing student referral may be initiated from teachers and/or parents

- A. Complete Assistance Request Checklist (ARC) 3-6 or 7-12 form and give to principal.
- B. Initial Meeting with parent, teacher, principal, and resource room teacher.
- C. Determination will be made to move on to step D, based on severity of issues and student's grade level.
- D. Set up meeting with Special Education Coordinator (SEC) to discuss concerns.
- E. Upon determination, faculty will be instructed to collect evidence (work samples, anecdotal notes) and formal observation will be conducted by principal or resource teacher.
- F. Second meeting with SEC to review evidence collected.
- G. Determination will be made to either continue monitoring student or proceed with MFE testing.
- H. School psychologist will administer testing deemed necessary to student.
- I. After testing is completed, a team meeting (parents, principal, resource room teacher, school psychologist, SEC) will be held to review results and determine if a learning disability exists.
- J. If learning disability exists, principal and resource teacher will work with parents to write a service plan. At this time, the principal and resource room teacher will review services GCS can and cannot provide. Once signed, changes cannot be made to service plan without a team meeting.
- K. Service plans will be reviewed each August prior to the new school year and adjusted accordingly.

- L. Students on service plans will be re-evaluated by a school psychologist every three years until either disability no longer exists or they graduate.

II. New student with existing service plans

- A. Set up meeting with parents, principal, and resource room teacher to review student's existing service plan.
- B. Principal and resource room teacher will inform parents of services which can and cannot be provided.
- C. If parents still desire to enroll their student, principal and resource teacher will work with parents to write a GCS service plan.
- D. Service plans will be reviewed each August prior to the new school year and adjusted accordingly.
- E. Students on service plans will be re-evaluated by a school psychologist every three years until either disability no longer exists or they graduate.

III. New student with suspected disability

- A. Complete ARC form and give to principal.
- B. Initial Meeting with parent, teacher, principal, and resource room teacher to discuss student needs. As this time, parents will be informed of our referral process and what services GCS can and cannot provide.
- C. Follow steps D– K under existing student referral process.

*Students K-2 may be considered for evaluation after intense remediation within the classroom. On rare occasions, students may begin the testing process prior to entering third grade.

ADMISSION PROCEDURE

NEW STUDENTS

1. Each new applicant shall secure, fill out, and return an initial application form for admission. A non-refundable one time application fee must accompany the application.
2. Each new applicant and parents will be interviewed. At the time of the interview:
 - a. The applicant may be asked to take standardized placement tests.

- b. The applicant and/or his parents or guardian shall be fully informed of the stated purpose, philosophy, and religious beliefs of the school.
 - c. The parents or guardians shall be informed of the policies of the school.
 - d. Parents or guardians shall be informed of the tuition costs and payment plans.
3. All applicants are considered for enrollment regardless of race, color or national origin. The Gilead Christian School recruits and admits students of any race, color, gender, or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, gender or ethnic origin in the administration of its educational programs, scholarships, loans, fees, tuition waivers, and athletics/extracurricular activities, nor in the hiring of faculty or administrative staff. Furthermore, the school is not intended to be an alternative to or court administrative agency ordered, or public school district initiated desegregation.
4. No student will be admitted;
 - a. Who has serious academic, conduct, emotional, learning, or physical problems which interfere with participation in the regular academic program and for which our program is not equipped or staffed, unless parents are willing to bear the expense of all additional staff and services.
 - b. Whose parents or guardian are not willing to abide by the purpose, philosophy, objectives and policies of Gilead Christian School.
5. Appropriate testing and screening procedures will be used to determine the admission and placement of each student. This may include:
 - BASIS screener
 - Appropriate informal P.P.O. assessments when deemed necessary
 - Review of report cards, school records and standardized tests as appropriate
6. Upon acceptance, receipt of the family enrollment form, emergency cards completed and tuition payment arrangements made the student's place on the class roster will be secured. Tuition payments will be set up through the automatic tuition withdrawal program unless other arrangements have been made with the Finance Office.
7. Enrollment is considered complete when all forms have been received and tuition payment arrangements made, and when all student records have been received (transcripts, immunization, health records, standardized

test scores, special education reports and IEP's). Emergency cards must be turned in by the first day of school.

8. Students admitted to Kindergarten must be 5 years of age by September 30th of the current school year.
9. A probationary period of six school weeks for all new students will be required for final acceptance and appointment to grades.

RE-ENROLLMENTS

1. Each student shall secure, fill out and return a re-enrollment form and emergency cards annually for re-admission to GCS. A deposit per child as set forth by the GCS School Board must also be submitted.
2. Each student shall be considered for admission on an annual basis with current families offered re-enrollment prior to open enrollment starting for the public.
3. In order to re-enroll a child at GCS, the student's account must be current or an alternate payment plan must be in place and approved by the finance committee prior to the start of school.
4. Upon acceptance, receipt of the family enrollment form, emergency cards completed and tuition payment arrangements made the student's place on the class roster will be secured. Tuition payments will be set up through the automatic tuition withdrawal program unless other arrangements have been made with the Finance Office.

In order to re-enroll a child at GCS, the student's account must be current or an alternate payment plan must be in place and approved by the finance committee prior to the start of school.

WITHDRAWAL POLICY

Upon the withdrawal of a student from GCS, a prorated tuition refund will be given based on the last day of attendance. No book fees will be refunded.

RESPONSIBILITY FOR PAYMENT

The person(s) (usually the parent/legal guardian) signing the enrollment forms are ultimately responsible for payment of tuition, daycare and lunch charges, and other fees. In the event that someone other than the parent/legal guardian is assuming responsibility for making payments, both the parent or legal guardian and that person should sign a Tuition Agreement form. If the latter does not

meet the financial obligation, the parent/legal guardian who enrolled the child is responsible.

All fees are due in full by the school's fiscal year end (June 30th). The school has the right to terminate the attendance of any student for any reason addressed in the GCS Student/Parent Handbook, including the failure of the parent to maintain their financial obligation of Gilead Christian School. (A senior student's tuition must be current in order for them to participate in graduation ceremonies.)

There is a \$25 returned payment fee for each payment returned. (If an electronic payment is returned, the payment amount as well as the returned payment fee will be attempted on the next payment date.)

An invoice not paid within 30 days of the due date is subject to a late fee of \$25 for every 30 days it is not paid in full. Payments will be applied to the oldest outstanding invoice moving forward until payment is exhausted. In the event that prior or present obligations have not been met; any sum paid for any purpose including Tuition Deposit for a future year will be applied first to the satisfaction of prior and/or current obligations.

If no payment is made within sixty (60) days of the due date, the school may, at will suspend the student and is under no obligation to provide services, educational or otherwise to aid said student.

CHRISTIAN CONDUCT AND DISCIPLINE

Christianity is full of positives. New life is achieved through faith in Jesus, not thru a system of negatives. Although God is a holy God demanding justice, He has also provided redemption and forgiveness. Jesus, Himself, taught Peter about the 70 times 7.

The general behavior of the pupils affects their growth and progress. Therefore, the teaching staff works together to model positive, constructive behavior on the part of the pupils. Each teacher assumes authority whenever necessary throughout the building or grounds regardless of whose pupils are involved.

The individual teacher will handle minor cases of misconduct by pupils. The teacher may take reasonable action as necessary to maintain order and discipline in the classroom or at any school event.

If the misconduct of a pupil is persistent or if the misconduct is of a serious nature, the teacher shall refer the discipline problem to the administration. The administration will counsel the student, and if necessary, will contact the parents or guardian of the student to seek their cooperation in correcting the problem. Thus, both parents and school cooperate in constructive discipline of the student.

Seldom will learning occur in confusion. We believe students must be able to listen, follow directions, treat their peers with respect, and not impede the learning of others. We use discipline measures to insure that each student has the freedom to learn. If all positive measures fail, negative measures such as removal of privileges, additional consequences or corporal punishment may be considered and used at the discretion of the administrator in continual collaboration with teachers. In cases of corporal punishment parents will be notified either proceeding or immediately after action has been taken at the discretion of the administrator.

In cases of serious misconduct, it shall be noted in the student's cumulative record file. The following are considered to be serious misconduct by the school:

- Continued disobedience of classroom rules or procedures
- Inappropriate behavior or displays
- Unwholesome or obscene language or gestures
- Possession or viewing of off-color media
- Truancy
- Cheating/academic dishonesty
- Insubordination or disrespect
- Stealing
- Lying
- Intimidating, degrading, bullying or hazing of others
- Fighting or provoking a fight
- Use or possession of tobacco, drugs or alcohol
- Defacing or destruction of school or others personal property
- Sexual harassment or immorality

This is a sample list, as no list of offenses can be all encompassing.

The administrator/principal may suspend a student for serious misconduct or for persistent misconduct at his or her discretion. The student may also be referred to the Gilead Christian School Board for expulsion. Students suspended or expelled are considered absent. Any student who is suspended or expelled from Gilead Christian School shall not be permitted to attend extra-curricular activities or be on school property without permission from the administration.

- Suspension-In-School- The student will be allowed to make up work.
- Out of School- All work must be completed.
 The highest grade you can obtain is a C

In order to deal more consistently with students who are seriously or persistently misbehaving we use demerit slips. This provides documentation necessary for parent conferences, etc.

We believe that classroom procedures, rules, and instructor implementation of same should be the initial discipline policy. Some examples of classroom discipline would be tardiness, class and home work assignment promptness, and other behavior as deemed by instructor. We believe that the teacher in the leadership role should use his/her discernment for classroom management. The instructor will bring about change by using some other method and will not issue demerits for the above circumstances. Demerits will be issued when a specific offense involves a heart issue of direct disobedience willingly conducted by student or behavior not appropriate of a Gilead Christian attendee.

The administration shall be involved when a heart issue arises. Examples of this would be dress code violation, disrespect to teacher or another individual, cheating, and other inappropriate behavior. Guidelines will be posted for review.

Procedure in response to any repeated heart issue will be as follows:

- 1st offense – a warning and counseling with the principal. A discipline letter may be sent home depending upon the severity of the infraction.
- 2nd offense – A discipline letter will be sent home noting an appropriate consequence that may have been given.
- 3rd offense – A call home to parent by student with administration present. Consequences may involve a lunch or after school detention.
- 4th offense – parent/staff meeting conference to determine punishment.

(Some examples of possible consequences may be in school suspension, further detention, home or school privileges or a combination of home and school discipline.)

It is our intent to place the emphasis on the student's development of character as well as including the parent in the discipline procedure.

INAPPROPRIATE DISPLAYS OF AFFECTION

As a school we encourage students, particularly at the upper level to develop comfortable friendships with the opposite gender. However, pairing off is discouraged, and inappropriate displays of affection are unacceptable. GCS understands that students may develop a social relationship with members of the opposite sex, but school is not the appropriate place for hugging, kissing, holding hands, or having an arm around a boyfriend or girlfriend. Inappropriate touching of any kind is not acceptable.

ILLEGAL WEAPONS

Firearms, flammable materials, explosives, knives, chains, illegal weapons, or anything that could be used to portray a weapon will NOT be permitted on school property. This includes "look-alike" weapons and anything else that could be used against another student or school personnel to cause bodily harm or intimidation. Violators may receive up to a 10-day suspension with recommendation for expulsion. Authorities may be contacted.

SEXUAL HARASSMENTS OF EMPLOYEES AND STUDENTS

Any unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature, which creates an intimidating, hostile or offensive environment, constitutes sexual harassment. Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

1. The victim as well as the harasser may be a female or a male. The victim does not have to be of the opposite sex.
2. The victim does not have to be the person to whom the harassing action was directed, but could be anyone affected by the offensive conduct.
3. The harasser's conduct must be unwelcome.

Any member of the school community who believes that he/she has been subjected to sexual harassment will report the incident(s) to the grievance counselor. The grievance counselor will attempt to resolve the problem in an informal manner, through the following process:

1. Confer with the charging party to make clear the alleged facts.
2. Meet with the charged party to make clear the alleged facts.
3. a. Attempt to resolve the matter informally through conciliation.
b. Transfer the record to the Administrator or his designee and notify the parties by certified mail of his/her official action relative to the complaint.

Should one of the grievance counselors be involved, the incident should be reported to the Administrator or the Senior Pastor of the Gilead Friends Church.

The Administrator or Principal reserves the right to rule on any discipline situation that is not specifically covered in this handbook. There may be a various disciplinary steps used in dealing with situations not covered in this handbook.

ATTENDANCE POLICY FOR ELEMENTARY GRADES

Pupil Attendance:

1. Compulsory Attendance Law: Students who attend Gilead Christian School are under the jurisdiction of the "Compulsory Attendance Law" (state code section 7.06). "Every child of compulsory school age (6 to 18 years) who is not employed on an age and schooling certificate, and has not been determined to be incapable of profiting substantially by further instruction, shall attend a school which conforms to the minimum standards prescribed by the State Board of Education".
2. Length of School Year: There shall be 184 school days, which includes 178 days of actual pupil attendance, 2 days for parent conferences (evenings) and 4 days for professional in-service training.
3. Length of School Day: The school day begins at 8:00 a.m. and ends at 2:55 p.m. each day. Children arriving before 7:45a.m. should report to daycare. Daycare will begin at 6:30a .m. unless otherwise set up with daycare staff. School office hours are 7:30 a.m. to 3:30 p.m.
4. Policy Regarding Absences: It is essential that students assume the obligation to attend their classes regularly and on time. Frequent absences result in decreased academic interest and achievement. Regular and punctual attendance is an important habit contributing to success in high school, college, and career. Classroom experiences such as field trips, labs, and simulations cannot be duplicated.
Absence from school is legally permissible as written in the State Attendance Law for:
 - a. Personal illness.
 - b. Illness in the family.
 - c. Death of a relative.
 - d. Home duties due to the absence of parents.
 - e. Observance of religious holidays.
 - f. Quarantine of home.
 - g. Any emergency or set of circumstances which, in the judgment of the administration, constitutes good cause.

Further excused absences will be considered for medical, dental, or other appointments which cannot be scheduled outside school hours. It is highly encouraged that families plan ahead for medical appointments and vacation that will not interfere with class schedules.

5. Procedures to follow when an absence occurs: Parents of students who are absent from school are required, by state law (MISSING CHILD ACT), to call the school office by 9:00 a.m. each day. We must know that all children are accounted for. If a call has been made, a written notification is not necessary for North Campus students.

6. Pre-approved absences: A pre-approved absence form must be completed at least 10 days in advance of the absence by both the student and the parent/guardian. This allows time for teachers and administrators to prepare make up assignments. Since the school calendar allows ample time for vacation in and around holiday seasons, parents should make every effort to arrange their vacations to coincide with school vacations.
7. Early Dismissals: Students must be signed out and back in at the office. In the event a student becomes ill during the school day, they must report to the school office and parents will be contacted. If a child is in the clinic for more than 45 minutes, he will be counted one-half day absent.
8. Make up work: Students who are absent are required to make up all work missed. Unless an absence has been preapproved, students are responsible for collecting make up assignments from teachers and rescheduling tests/exams with teachers. The school is not responsible for this.
9. Yearly Attendance: When a student has missed 15 days of school per semester, he may be considered for retention even if work has been made up and the parent will be notified. Any student missing 30 or more days will be retained unless there are extenuating circumstances that have been approved by the administration and all work has been completed.
10. Tardiness: A tardy will be charged to a student's record when they arrive later than 5 minutes after class begins. The student will need to sign in at the office. Upon every fourth tardy within a nine-week grading period, an absence will be issued for that day. Parents will be contacted to meet with administration should tardiness become habitual and excessive.
11. Policy Regarding Student Release: If student is to be released to anyone other than custodial parent/guardian/their designee, the parent should call or send a note.
12. Family Vacations: Since the school calendar allows ample time for vacations in and around holiday seasons, parents should make every effort to arrange their vacations to coincide with school vacations. However, whenever parents believe additional family vacation times are needed, such days (not to exceed five total per year) may be taken without penalty. Family vacations are not to be taken during examination weeks (i.e. the five day period prior to the end of the first semester and the last five days of the school year). Both the student and the parent/guardian should complete a "prearranged absence form" at least 10 days in advance.

13. Hunting: Students who go hunting should fill out a prearranged absence form at least two days in advance. Students will receive one day of excused absence for hunting with a note from the parents/guardians and a valid hunting license. More than one day per school year will be unexcused.

Before/After School Care

Since both campuses begin at the same time each morning, morning daycare begins from the time a child is dropped off until 7:45 a.m. At 7:45 a.m. children are dismissed to go to their classrooms. There is no "grace" period in the mornings due to same starting times. In the afternoon, children that are to go directly to daycare are charged beginning at 3:00 p.m. If a child goes to carline and is not picked up by the time the last car goes through, they are sent to daycare and will be charged beginning from 3:15 until the time they are picked up. (All daycare times are charged in 15 minute increments.) Before school care begins at 6:30 a.m. (unless otherwise set up with daycare staff) and ends at 7:45 a.m. After school care begins at 3:00 p.m. and concludes at 6:30 p.m.

Hourly Rates (subject to change from year to year), are invoiced monthly at an hourly rate in 15 minute increments.

Afterschool care begins at 3:00 p.m. After 6:30 p.m. our specified closing time, parents will be charged at the rate of \$10.00 per child in 15 minute increments. (Time is rounded up and begins at 6:31 p.m.) Late pick-up time will be invoiced and mailed the following day. Parents who are consistently late in picking up children will lose daycare privileges.

Daycare children will not be released to anyone under the age of 16. Names of persons authorized to pick up your child must be provided on the emergency daycare card. I.D. may be requested if persons are not recognized by our daycare staff.

PUPIL REPORT CARDS

Report cards are issued four (4) times each year at the end of each nine weeks period. *All fees and outstanding balances must be current to receive the student's report card at the end of the school year. If a family is not current, Sycamore access will be locked two weeks prior to the end of the year.

Due to identified special educational needs, some students with administrative, parent and teacher agreement may have their educational program content modified. In such cases, grade cards will have a notation that the assigned work was modified.

GRADING SYSTEM

A+	98-100
A	95-97
A-	92-94
B+	89-91
B	85-88
B-	82-84
C+	79-81
C	75-78
C-	72-74
D+	69-71
D	65-68
D-	62-64
F	61 or below

N - Needs Improving

I - Is Improving

S - Satisfactory Progress

O - Outstanding

U - Unsatisfactory Progress

HONOR ROLL

Honor rolls will include academic subjects only (those where A-F grades are given).

Honor Roll – All A's

Merit Roll – All A's and B's

Honor roll is an indication that a student has reached an academic standard for their grade level. Students doing modified academic work are not eligible for honor rolls.

HOMEWORK AND ASSIGNMENTS

Assignments of work outside of school by teachers to pupils shall be a direct outgrowth of classroom lessons and shall be given in reasonable amounts consistent with the age level and capabilities of the pupils involved. A progression of independent student homework responsibility throughout his/her school year and school career at GCS is expected.

Amount of Homework

The amount of time a student needs to do homework varies from day to day and from student to student. The faculty attempts to assign a reasonable amount of homework in light of the subject matter and the abilities and needs of the students. A common rule to follow is 10 minutes per grade. i.e. 1st grade 10min., 2nd grade 20 min., etc.

Teachers are expected to give reasonable homework assignments with consideration being given to Wednesday-night church meetings and special church activities. At these times the homework load should be lighter.

Here are some ways you can help your child with his/her studies:

1. Parents should see that the students have an organized and complete list of assignments. A daily homework logbook is very helpful in getting students organized.
2. Be sure the student is provided with a quiet, secluded study place. Check ventilation, lighting, heat, etc.
3. Keep distractions of any sort to a minimum. The TV and radio should be off if they bother the student. Phone calls should be limited and minimized.
4. The hours reserved for study should be planned, written out and held to as rigidly as possible to be effective.
5. Parents may need to check from time to time to see how much and what kind of work is being done. Showing this interest can be a help and encouragement in itself. Make certain, however, the child is working independently. If there is a problem, why not pray together about it? We also encourage you to communicate regularly with you children's teacher.
6. Be sure all necessary tools and materials for work are available including paper, pen or pencil, rulers, books, compasses, protractors and other helps.
7. Plan for regular 5-minute breaks in the study time. Do something stimulating every 30 to 60 minutes.
8. Emphasize learning and appreciation, not marks or grades. Reading and studying are as important as written assignments.

Make –Up Work

Students with excused absences will be allowed to make-up work within a reasonable length of time. A reasonable length of time will be from one to five class days, depending on circumstances. Students should not expect teachers to

delay tests or allow them extra time simply because they missed a day of school just before the test. Consideration will be given to students missing several days in a row or those obviously too ill to prepare for school. For normal two to three day illnesses, all work must be made up within five class days after returning to school. If not, the student receives an incomplete on report card; the work must be completed within 5 class days after returning to school.

Teachers will assist students in making up work. However, it is the student's responsibility to determine what work has been missed and see that it is made up. When a student has obviously delayed or put off work, the teacher is no longer technically obligated to assist the student in making up the work and a grade of 0 will be given. Students are not permitted to miss regularly scheduled classes in order to make-up work.

Parent/Teacher Conferences

Gilead Christian School believes it is very important for school and home to work together. In order to promote effective communication and understanding, parents are asked to cooperate with the following guidelines:

1. School-wide conferences will be conducted during the first nine-week grading period and during the third nine-week grading period.
2. Teachers will also use letter, phone calls, message board, e-mails and regular progress reports as needed to communicate with the parents.
3. It is important that each parent schedules a conference with a teacher whenever a need or concern is evident. Parents should not feel limited to the personal conference. Many needs can be met through a simple conference between parent and teacher. Concerns need to be shared first between the parent and teacher the principal is interested in all areas concerning students and the school and will be available for parent-teacher conferences following the initial parent-teacher contact.

STATEMENT ON BIBLE VERSIONS

Gilead Christian School recognizes the *New International Version* as the translation normally used in the classroom for study, quotation and memorization. This decision was made for several reasons:

- The modern language, grammar, syntax, and style
- The ease of reading
- The translation philosophy

The parents may request in writing an exception for use of another translation (not a paraphrase) by their child for memorization.

The use of the NIV is authorized for all grade levels on the date this policy is adopted by the board of education. The NIV will be included in the required materials list, for the second grade where each student will be given a copy included as a result of his/her tuition.

TEXTBOOK CARE

Students should treat all textbooks with care (especially school-owned, non-consumable books) that will be used from year to year.

It is recommended that students use book covers on their own hardback Bibles to prolong their life.

Textbooks, which have been neglected, abused excessively or lost, will need to be replaced at the student's expense. Students will be invoiced for replacement cost of lost or replaced books. Payment must be made prior to student receiving their grade card at the end of the school year.

COMMUNICATIONS

Through these communication methods, we are building routines that students will need throughout their school career and future.

Elementary Weekly Student Folders: Some teachers will send home student work every Monday afternoon with their weekly papers and other important communications. The North Campus News is a weekly communication letter that will contain important information for infant/toddler thru 12 and is available on Sycamore. Please check your child's folder on Monday and return the folder with the student the following day. If grade card distribution falls during the week grade cards, and any other urgent information, may be sent home mid week.

Daily Student Folders: Some teachers will send home student work and information daily in a folder or binder. School-wide information, unless urgent, will be sent on Mondays.

Check with your child's teacher if you are unsure whether they are sending information daily or weekly.

School information website: www.gileadchristianschool.org

Check the GCS website or Sycamore for the most current information on school and athletic events.

PARENT/SCHOOL RELATIONSHIP: THE MATTHEW 18 PRINCIPLE

Gilead Christian School is made up of people –parents, administrators, teachers, board members, and students. Like any other institution where you have a large group of people, you have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God's will that we all

work together in harmony. When misunderstandings or strong disagreements occur, the following principles should be followed in solving people-to-people problems. These principles are based in the spirit of Matthew 18:15-17.

KEEP THE MATTER CONFIDENTIAL

The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. This is important in that it stops gossip and statements, which can hurt.

KEEP THE CIRCLE AS SMALL AS POSSIBLE

The first step and usually the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face to face dialogue. Most problems are solved at the two people level.

BE STRAIGHTFORWARD

Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly and clearly presented.

BE FORGIVING

"...If he shall hear thee, thou hast gained thy brother." This implies that once the matter is resolved, you should wholeheartedly forgive and restore the person whose fault has caused the problem.

-But, if the problem hasn't been resolved, the persons involved should agree to share the matter with the school principal and/or administrator.

"...Take with thee one or two, that in the mouth of two or three witnesses every work may be established." An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

-But, if it hasn't been reached, the school administrator should explain the problem to the president of the school board, who will then have input on how the matter will be presented to the board or resolve the issues with the administrator and others involved and then report to the board at the next meeting.

Depending on the complexity of the problem, it may be appropriate for the board to request a special board meeting. The goal of such a high level meeting is to:

-Have a clear understanding of the problem.

- Offer solution or solutions for resolving the problem.
- Give reproof and correction if necessary.
- Give forgiveness and wholehearted restoration of those who have made amends.

In summary, the Matthew 18 Principal requires that parents talk to teachers about students' problems before they talk to administrators. Also, in-house problems should be discussed between individual staff members, before they talk to the administrator.

A prayerful systematic approach to any problem dealing with people can help to improve any situation, if not solve the problem completely. GCS is a Christian school and as a result, we need to especially handle our problems the best way possible with guidelines that lead us to a "good report".

ACHIEVEMENT AND MENTAL MATURITY TESTS

Achievement tests will be given in the spring of the year. The Terra Nova 3 Achievement Test is given to grades K-8. The Primary Test of Cognitive Skills will be administered to grade 1. The In View Cognitive Test will be given to grades 3, 5, and 7.

State law provides for special needs tests to be paid for by the district in which the private school resides.

DRESS CODE – ELEMENTARY (K-6TH)

It is the desire of Gilead Christian School, that our students live and conduct themselves in a manner that will be pleasing to God and glorifying to the name of our Savior, Jesus Christ. Standards for appearance are a means of building character and distinction in the lives of our students. The code is not intended to measure spiritually, but rather to serve as a tool in fostering the academic and character development of the students as they participate in the business of education.

Dress Code Guidelines

The purpose of this dress code is not to take away personal freedom, but to represent a positive image to our "public." Our appearance affects our own attitude and the attitude of those around us. Please be aware of your child's dress and appearance each school day. It is extremely frustrating for the school, parents, and child when dress code violations must be dealt with. Your child is

"learning" something about you when you cooperate with him/her in pushing the dress code limits.

Non-Marking Tennis Shoes

Dear Parents,

Boots, dress shoes and black-soled tennis shoes are really hard on the gym floor. In order to take care of our floors we are asking you to send in non-marking tennis shoes on any day your child may be in the gym (daycare, PE, rainy days, below 20^o wind chill). If a student forgets their extra non-marking tennis shoes they will have to sit out and work on something quietly. Thank you so much for your cooperation and helping us be faithful stewards of our facility.

ACCEPTABLE ITEMS:

GIRLS:

- Neat, clean, modest, and not too tight (general guidelines)
- School approved uniform polo (any color), oxford (white), fleece, cardigan, sweater, sweater vest. Not oversized (sloppy) or too tight.
- Uniform skirt must come to the knee;
- Jeans/slacks/cotton Capri pants/khaki pants (no holes, rips, etc.);
- Knee-length shorts, skorts or culottes (must be knee length);
- Leggings (with skirts only);
- Sandals with straps across the back.

BOYS:

- Neat, clean, modest, and masculine (general guidelines);
- School approved uniform polo (any color), oxford (white), fleece, cardigan, sweater, sweater vest. Not oversized (sloppy) or extremely tight.
- Knee length shorts, jeans, slacks, khaki pants, and cargo pants (no holes, rips, etc.).
- Hair should be off the collar and ears;

UNACCEPTABLE CLOTHING ITEMS:

- Shorts (gym, biking, running, cut-off or tight)
- Short Uniform Skirts
- Form-fitting knit and stirrup pants
- Boys- Hats or Ball Caps, Earrings
- Wind Pants & Tear-away pants
- Soccer Slides
- Dangling Earrings
- Girls- Ball Caps
- Gym-type Sweats
- Flip-flops, and Water/Swim/Pool Shoes

- Ballet Slippers
- Sandals without straps across the back of the foot cannot be worn on play equipment for safety reasons.

GYM CLASS

All children should bring or wear gym shoes on gym days. Wind pants are acceptable on gym days only, fleece pants are not allowed. **NON-MARKING SOLES** are required for gym and athletic events.

DRESS FOR OUTSIDE RECESS

During the winter months always make sure your child has warm clothing and boots for recess outdoors. In cold weather we will not go outside if the temperature is below 20 degrees (or the wind chill), but always dress your child as if we will go out. If the class goes out, so will your child. Students will not remain inside without supervision.

DRESS FOR FIELD TRIPS AND SPECIAL EVENTS

We dress for the occasion. Notices will be sent home before the event. Please make sure your child knows what to wear.

GENERAL SCHOOL RULES

1. Listen to the person in supervision.
 - a. Close the mouth.
 - b. Open the eyes and ears.
2. Obey the person in supervision.
Obey all posted rules.

SPECIFIC SCHOOL RULES:

- a. No running in the classrooms or hallways. Please walk quietly!
- b. School property, buildings and equipment must be kept neat and clean at all times.
- c. Fighting, wrestling, pushing, scratching or biting will not be tolerated.
- d. Guns, toys from home, and gum are not allowed. This includes CD players, headphones, Gameboys, etc.
- e. Loud talking or yelling is not allowed indoors.
- f. No objects such as stones, sticks or toys are to be thrown.
- g. Items such as playing cards, baseball cards, etc. that because undue distraction at school should be left at home.

INTERNET POLICY

Please read carefully before signing the Internet Usage Permission Form.

Internet access is available to students, faculty and staff at GCS.

The Internet is an electronic superhighway connecting thousands of computers all over the world and millions of individual subscribers. GCS is pleased to provide this access and believes the Internet offers vast, diverse, and unique resources and is a privilege from which everyone can reap tremendous rewards. Our goal in providing this service is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication. Every person desiring access must have a signed Internet Usage Permission Form on file to use our computers for accessing the Internet and its various services. Students can have access to:

- The Worldwide Web (www) for research purposes.
- Access to many Library Catalogs, the Library of Congress and College/University information systems.

With Internet access to people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting morally, ethically or spiritually. GCS has taken precautions to restrict access to many controversial materials by installing a filtering server. Materials available on the Internet can include those of sexual behavior, violence, offensive language, etc. However, because of daily changes on a global network it is impossible to control all materials and an industrious user may discover controversial information. These materials would not likely be found accidentally while doing normal research; a user would have to intentionally look for them. We at GCS firmly believe that valuable information available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational and spiritual goals of the school.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a GCS user violates any of these provisions, he or she will be subject to school discipline which can include: school suspension, or expulsion, termination of their Internet account and/or denial of future use of GCS computers. The signatures on the Internet Usage Permission Form are legally binding and indicate the parties who signed have read the terms

and conditions carefully and understand their significance and indicate approval.

Internet - Terms and Conditions

1. Acceptable Use - The purpose of GCS Internet access is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of GCS. Transmission of any material in violation of any international, U.S., state regulation or school use policy is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

2. Privileges - The use of GCS computers and the Internet is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. The school administration will deem what is inappropriate use and their decision is final. Also, the administration may close an account or deny access at any time as required. The administration, faculty, or staff of GCS may request the administration to deny, revoke, or suspend specific users.

3. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Do not make any changes or modifications to computer programs or setups on GCS computers or any others that are accessible through the Internet.
- Students who do not have permission to access the Internet should not be allowed to watch another student access the Internet.
- All communications and information accessible via the network should be assumed to be private property.

4. GCS makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school, its operators, and any institutions with which it is affiliated will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. GCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the school network, you must notify a staff member in charge. Do not demonstrate the problem to other users. Attempts to log on to the network as a system administrator or faculty or staff, or attempting to evade, disable or

“crack” passwords or other security provisions, will result in cancellation of user privileges and possible suspension or expulsion. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet as well as any computer at GCS.

6. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware or data of another user, the school, Internet, or any of the above listed agencies or other networks that are connected to the GCS Internet backbone. This includes, but not limited to, the uploading or creation of computer viruses, modifying computer programs or files, or making changes to GCS computer setups or programs. You do NOT have permission to install any software programs or download and save any programs from the Internet to computers at GCS. You do NOT have permission to hook up any devices (except headphones) to any GCS computer or to the GCS network.

FOR THE PARENT OR GUARDIAN:

1. Read Internet Usage Policy
2. Any violation of the regulations included is unethical and may constitute a criminal offense.
3. Personally discuss the agreement with your son/daughter and make them aware of the conditions and consequences of its use/misuse.
4. Understand that it is impossible for GCS administrators, faculty and staff to monitor or restrict access to all controversial materials when students are given access to the Internet.
5. *By signing the authorization statement you release GCS, its operators, and any institutions with which it is affiliated from any and all claims and damages of any nature which may arise from my son's/daughter's use, or inability to use this access.
6. This approval will remain in effect during this school year unless cancellation is submitted in writing by the parent/guardian or cancelled by the administration.

FOR THE STUDENT:

1. Read Internet Usage Policy and agree to follow this agreement completely.
2. Do not access forbidden information, do not install any software programs, and do not change or modify any computer setups or programs belonging to GCS or any other facility.

3. Checking personal e-mail accounts, instant messaging, entering chat rooms, Facebook, personal web pages and game playing is prohibited.
4. Students must immediately notify a staff member in charge if a security problem is discovered.
5. Should you commit any violation, your access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.
6. Understand that general student guidelines always apply.

**A signed copy of this form must be on file at time of enrollment for 4th, 5th and 6th grade.*

Substance Abuse

We believe that any non-medical involvement (i.e. consumption, procurement, provision) with controlled substances, or material generally acknowledged to be harmful to an individual's physical, spiritual, or psychological health is inconsistent with the Christian lifestyle.

Although Scripture does not speak directly to the problem of drug abuse, it does instruct individuals in the maintenance of healthful lifestyles and avoidance of harmful indulgences and excesses.

Furthermore, since drug involvement is specifically defined and prohibited under Ohio and Federal Criminal Laws, its avoidance is implied by the Biblical injunctive to be subject to our governmental authorities. The Scripture gives us guidelines in this situation. Romans 13:1-7 instructs us to be subject to the civil authorities ordained of God. In obedience to the Scripture, we have checked with the civil authorities and find that "crime is committed when drugs are sold or in some cases possessed." The official position for GCS is then to report all such violations to the local law enforcement agencies as well as consider what action that we as an institution must take in reference to that student's future at GCS.

Total abstinence and absence (use or possession) from tobacco, alcoholic beverages, and non-prescribed use of drugs is expected of all students at all times. Students taking medicine or prescribed drugs are to follow school written guidelines. (1Cor. 6:19,20; 1 Cor. 8:9)

CELL PHONE POLICY

Cell phones are not to be used by, GCS elementary students during the school day (8am – 3pm). Cell phones should be turned off and left in lockers, or in the school office. The school is not responsible for any student's cell phone. Any student who uses a cell phone during the school day without prior authorization from school administration will have that cell phone confiscated, and the phone may be picked up in the office at the conclusion of the school day. A repeated offense of this policy will be issued a demerit for each occurrence.

SCHOOL LUNCHES

Full lunches will be offered for our elementary students. A complete lunch will cost \$3.00 and \$.25 for milk. The menus will be posted on Sycamore every Friday and will also go home in our school's weekly newsletter. Meal money can be added to FACTS. We will not be providing free and reduced meals.

LUNCH ROOM RULES

- a. At lunchtime, remain seated at your own table during the entire meal.
- b. Pick up all paper or trash after eating and dispose of it properly when you are dismissed.
- c. Talk only to those people at your table during lunch.
- d. Eat your own food.
- e. Do not leave the table until your dismissal time.

TRANSPORTATION

GCS does not provide transportation to and from school. Some public school districts provide transportation to our school and others provide an "in-lieu-of" reimbursement to parents. **Contact your public school district office for information and requirements.** It is also important to let the GCS school office know if you change school districts during the school year.

Standards of behavior expected while at school also apply while waiting for, riding on, or departing from school buses. In addition, each public school district providing bus transportation may have other guidelines. Failure to comply will result in disciplinary action by GCS and may also result in suspension of bus privilege by the providing school district.

GCS BUS GUIDELINES

1. Be at bus stop on time (or 5 minutes before).
2. No misbehaving at bus stop – be respectful of property and others waiting for the bus.
3. Board the bus in an orderly manner taking an assigned seat or the first available seat.
4. Remain Seated during the entire ride.
5. Talk at a conversational level – No shouting or rowdy behavior.
6. No talking/noise at railroad crossings or other danger points.
7. Do not extend any body parts out the windows.
8. Do not throw or pass objects on, from or into the bus.
9. No eating or drinking on the bus.
10. Do not transport animals or pets, weapons or hazardous items. Keep carry-on items to a minimum.
11. The bus driver is in charge! Obey the driver's instructions. Report any problems to the driver.
12. Do not leave seat until bus has come to a complete stop.
13. For afternoon dismissal: come to the front hallway. Remain quiet and orderly until your bus arrives. Do not leave the hallway or enter other areas without permission from bus supervisor. Board the bus in an orderly manner once it arrives.

WALKERS

Students who are walking will be released from the front of the building. Students should go directly to their destination when released.

CARLINE

Students will be released from the rear of the school in carline after buses have departed. Students should wait in an orderly manner until released to their car by the teacher on duty.

SCHOOL SUPPLY ITEMS FOR SALE – ELEMENTARY

- Miscellaneous consumable school supply items will be available for purchase on Wednesday and Friday mornings prior to the start of school at the school library. Items and costs are posted.
- School logo items may also be available through the GCS Athletic Boosters and at other announced times.

HEALTH OF STUDENTS

A. HEALTH RECORDS

Health records for each student shall be kept on file at the school. These shall include:

1. Record of immunizations (including those required for Jr. High),
2. Eye tests,
3. Hearing tests,
4. Tine tests,
5. Physical forms.

B. COMMON COMMUNICABLE DISEASES

The following is a list of regulations adopted for the control of contagious diseases. These regulations are for your protection. Please give full compliance.

1. Regular Measles: Exclusions from school for six days from the onset of the rash. Re-admission to school with note from parent.
2. German Measles: Exclusions from school for four weeks from onset. Re-admission to school with a note from parent.
3. Whooping Cough: Exclusions from school for four weeks from onset. Re-admission to school with a note from parent.
4. Chicken Pox: Exclusion from school until all pox marks are dry and child is free of fever. Re-admission to school with note from parent.
5. Mumps: Exclusions from school until all fevers is gone. Re-admission to school with a note from parent.
6. Respiratory Streptoccal Infection including Scarlet Fever: Exclusions from school for not less that than seven days. Re-admission to school with a certificate of recovery from physician.
7. Tonsillitis: Exclusions from school and re-admission with note from the parent.
8. Impetigo Contagiosa: Exclusions from school and re-admission with note from parent.
9. Scabies: Exclusion from school and re-admission with certificate of recovery from physician.
10. Tines Circinta: (Ring Worm) Exclusion from school and re-admission with a certificate of recovery from the physician.
11. Lice: Exclusion from school until treated and release by Health department. Head checks may be done at the discretion of the school
12. Pink Eye: (Conjunctivitis) Isolate eye discharge/reddening is noted. Exclusion for 24 hours with appropriate antibiotic treatment. Re-admission with parental note.
13. Flu: Exclusion of children with fever above 100 degrees, diarrhea or vomiting, and those who feel ill. Re-admission after 24 hours symptom free with parental note.

14. There are many other infectious diseases of various severity categorized by the Ohio Department of Health. The protocol for these will be followed as per instructions found on the Ohio Department Health Communicable Disease Chart (ODHS 8087 – 01/2002).

C. **MEDICATION Policy for Prescribed and Non-Prescribed Drugs**

1. Students are not to bring any medication to school unless it is absolutely necessary.
2. If a student must bring a prescribed or non-prescribed medication to school, i.e. antibiotic, aspirin, antihistamine, or pain medication, the school must have written and signed form with the parent's instructions and their permission to take the medication. The **REQUEST FOR ADMINISTRATION OF MEDICATION** forms are available in the office.
3. The office personnel must be given the form and administer the medicine at the proper time.
4. Medication will be kept locked in a safe place in the school clinic/office. If refrigeration is required, the medication will be stored in the refrigerator away from any food.
5. No student may, at any time, give medication to another student.

CLASS PARTIES - ELEMENTARY

Elementary (K-5) class parties will be held at Christmas and Valentine's Day. Other special occasions may be celebrated in your child's room such as Thanksgiving and Easter. Teachers will be in charge of planning their parties or requesting for parents to help.

Birthdays may be celebrated with a special treat from the child.

Please be aware that our school board has a policy, which states that, our school "in no way promotes, enhances, or celebrates Halloween in school activities". We recognize that as a school family, we are united in Christ and made up of individuals who do not always share the same convictions on specific issues. We ask, however, that each one be sensitive to and respectful of others. Please do not send in any items to school, which are not in accordance with school board policy.

FIELD TRIPS

Before participating, each pupil must have an emergency card on file for the current school year, and a permission slip signed by the parent or guardian. Parents will be notified of planned field trips and proper dress required.

Students are expected to represent our school and be a good Christian witness in appearance, word, and deed.

The school asks that parent chaperones do not bring siblings on field trips for which they have volunteered to assist a teacher with a class. This is for the safety of the sibling as well as for the students that the parent is chaperoning.

VISITORS

Visitors are always welcome and should sign in at the school office upon their arrival. However, it is our preference that prior arrangements are made with the school office for extended class visitations. The visits should be arranged with the teacher and should be limited to no longer than 45 minutes.

LOST ARTICLES

All unclaimed articles will be kept in the "Lost & Found" in the school office. At Christmas Break and again at the end of the school year, all unclaimed items will be donated to the less fortunate.

FIRE ,TORNADO, AND SAFETY DRILLS

Monthly throughout the year, there will be fire drills. Tornado drills will also take place in the spring. When the fire signal sounds, the students and teachers should leave the building as shown on the posted exit charts in each classroom. Students and teachers are to remain in the designated area until instructed to return to the building. When a tornado drill takes place, students will crouch in the "duck and cover" position in prior designated areas as assigned to the teachers at the beginning of the year. Safety drills are required at least once per year in order to practice lock-down procedures.

PLAYGROUND RULES - ELEMENTARY

These are the rules we ask our teachers/playground supervisors to enforce with the students when they are at recess on our playground. The student should:

- Most importantly remember the GOLDEN RULE!!
- Always be able to see the teacher/person in charge.
- Never go behind the school building or outside of the fenced area of the playground without the teacher's permission.
- Stay out of water and mud whenever possible.

Slide rules to be enforced by teachers/playground supervisors:

Children should go down slide on their seat only.
Don't walk up the slide.
Don't put stones on the slide.
Don't hang on the slide support bars.

Swing rules to be enforced by teachers/playground supervisors:

Children should not twist while swinging.
Don't jump out of the swing while it is in motion.
Must swing with seat in swing, not lying on stomach.
No double swinging.

Monkey bar rules to be enforced by teachers/playground supervisors:

Stay off the top of the bars.
Do not hang upside down from bars.

Additional playground rules:

Do not throw stones.
Don't pick up or play with sticks.
Don't jump on bridge.

Baseball:

Stay in designated area.
Only use tennis balls and play "catch" as opposed to "pitcher/catcher".
Bats may only be used during teacher organized and supervised games of baseball.

Football:

Stay in designated area.
No tackle football allowed (touch or flag only).



EMERGENCY CLOSINGS

In the event that school must be closed or delayed because of weather conditions or other reasons, announcements will be made in the following order:

- 1. TRZ Communications will be notified**
- 2. GCS website will be updated**
- 3. Television stations contacted:**

WBNS – TV	Columbus	Channel 10
WNBC – TV	Columbus	Channel 4

If a student arrives late due to weather conditions, they will not be counted as tardy; however, they must bring a note from their parent/guardian.

Statement of Cooperation and Intent

**I, _____, (Parent/Parents/or guardian) of
_____ (name of student) do state that I desire for my
child to be a student at Gilead Christian School. I've read the student
handbook and agree to abide by those rules and regulations. I agree to
cooperate with the faculty and administration of GCS in order for my
child to receive the full benefit of their education.**

Signature of Parent

Date

Please print/tear off this page, sign it, and return it to the school office.

Internet Authorization Approval Form

Student Name: _____ Grade: _____

E-mail address: _____

I pledge to uphold the following rules of Gilead Christian School in regards to using the computers at school.

- A. To never misuse the server and/or network, including attempting to open another person's account.
- B. To never use my server account to copy another student's work, either in part or in whole, and claim it as my own.
- C. To never copy information from the internet, either in part or in whole, and claim it as my own.
- D. To never copy information into my server account without permission.
- E. To never download or copy material of any kind from the internet without the permission of GCS authorized personnel.
- F. To never access, or attempt to access, inappropriate websites while on school property.
- G. To never send inappropriate e-mail from a school computer and to notify school personnel if another student sends inappropriate e-mail from a school computer.
- H. To never use instant messenger from a school computer without prior permission from a teacher and/or GCS authorized staff person.
- I. To never modify computers in any way without express permission from an authorized GCS staff person.
- J. To never use the network in a malicious way through hate mail, harassment, profanity, vulgar statements or images, or discriminatory remarks of any kind.
- K. To never access, or attempt to access, another student or teacher's e-mail account.
- L. To never download software without the permission of authorized school personnel.
- M. To never vandalize the school's computer equipment and to report anyone who does so.
- N. To reimburse the school for any damages that may result from my misuse of the school's computer equipment.
- O. To always use the network for strictly educational purposes under the supervision of an authorized GCS staff person.
- P. To only log-on to the network under the immediate supervision of an authorized GCS staff member.

Any misuse of the computer equipment/network will result in suspension of account privileges and/or other disciplinary action as determined by GCS administration.

Student Signature: _____ Date: _____



**2016-2017
STUDENT/PARENT
K-5 HANDBOOK**

Revised August 3, 2015

**North Campus
Elementary – K-5
220 SOUTH MAIN ST.
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