



Gilead Christian School
7th - 12th Grade
2021 - 2022 Handbook

**North Campus
Elementary School
Kindergarten - 6th Grade**

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TABLE OF CONTENTS

Welcome	3
Non-Discriminatory Policy	3
Statement of Purpose	3
Mission and Vision Statements	3
Statement of Faith	3-4
Philosophy of Education	4
• Objectives	4-6
Expected Student Outcomes	6
Accreditation, Affiliation & Curriculum Areas	6
Extra-Curricular Activities	7
• Requirements for Extra-Curricular Activities	7
Procedure to Request Pupil Assistance	7
Admission Procedure	8-9
• New Student	8
• Continuous Enrollment	8
Withdrawal Policy	8-9
Responsibility for Payment	9
Christian Conduct and Discipline	9-10
• Suspension	10
• Probation	10
Anti-Bullying Policy	11
Weapons	11
Sexual Immorality	11
Inappropriate Displays of Affection	12
Sexual Harassment of Employees and Students	12
Pupil Attendance Policy	12-13
Guidance Program	13
Pupil Report Cards	13
Grading Scale	14
High School Graduation Requirements	14-15
Honor Roll	15
Valedictorian and Salutatorian	15
Class Ranking	16
A Student of Record	16
Independent Studies Policy	16
Adding or Dropping Classes	16
Student Council (High School)	16
Ohio Scholars Association	16-17
Homework and Assignments	17
Statement on Bible Versions	17
Textbook Care	17
Online Courses	17-18
• Online Learning	17
• Student Expectations	17
• Edgenuity Acceptable Use Policy	17-18
• Online Course Fees	18
Parent/School Relationship: Matthew 18 – The Biblical Model	18-19
Dress Code – South Campus Students	19-20
Internet Policy	20-22
Substance Abuse Policy	22
Cell Phone and Electronic Device Policy	22-23
Student Driving Policy	23
• Student Parking	23
Early Release for Work or Post-Secondary Education Opportunities	23
Transportation to School	23-24
Carline	24
School Lunches	24
Student Health	24
• Health Records	24
• Medication	24
• Peanut & Tree Nut Allergy	24
Field Trips	24
Visitors	24
Lost Articles	24
Fire, Tornado and Safety Drills	24
Emergency Closings	25
Delay Schedule	25

WELCOME

We welcome you to Gilead Christian School! It is our goal to assist you in raising your children to become Godly individuals. Throughout life, there are seasons of success, failures, and great growth. Together, we can give your children the tools they need to lean on Christ and each other through these seasons. Please read this handbook in its entirety with your child so they can have the best experience possible at GCS.

NON-DISCRIMINATORY POLICY

The Gilead Christian School admits students of any gender, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of gender, race, color, national and ethnic origin in administration of our educational policies, admissions policies, tuition assistance programs, and other school-administered programs, 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.

STATEMENT OF PURPOSE

Gilead Christian School exists primarily to assist parents in fulfilling their God-given 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 humankind.

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, "...and Jesus grew in wisdom and stature, and in favor with God and man" (Luke 2:52).

MISSION AND VISION STATEMENTS

Mission Statement: Gilead Christian School partners with families and churches to be and make active disciples of Jesus Christ by training hearts, growing minds and inspiring lives.

Vision Statement: Gilead Christian School will contribute to our community by fostering Christ centered disciples through the pursuit of spiritual development and academic excellence founded on a Biblical worldview.

Gilead Friends Church...as the ministry sponsor of the Gilead Christian School, the Gilead Evangelical Friends Church does not advance new teachings or doctrines. Instead, we seek to rediscover New Testament teachings and apply these age-old lives. As Friends we believe:

1. God is our Father.
2. Jesus Christ is "the Word made flesh" for us.
3. The Holy Spirit is our Comforter, Strengthener and Guide.
4. The Bible is the written Word of God, inspired by Him.
5. A person received forgiveness through repentance for sins and belief in Jesus Christ as Savior.
6. The mission of the Church is to communicate the Good News of salvation to people everywhere.

("What We Believe"...taken from Our Faith and Proactive of the Ohio Yearly Meeting/Friends/2007)

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.
8. *We believe* that God wonderfully creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27) We believe gender identity is determined by biological sex and not by one's self-perception. (Ephesians 4:17-18).
9. *We believe* that the term "marriage" has only one meaning: the uniting of one natural-born man and one natural-born woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Corinthians 6:18,

7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a natural-born man and a natural-born woman.

10. *We believe* that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; I Corinthians 6:9-10).
11. *We believe* that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; I Corinthians 6:9-11).
12. *We believe* that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are not in accord with Scripture nor the doctrines of Gilead Friends Church/Gilead Christian School.
13. *We believe* that all human life is a gift from God and is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage of condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

Our Statement of Faith is not exhaustive of all our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior.

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

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 (Genesis 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 (Genesis 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 (Genesis 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 Timothy 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 (Matthew 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 Corinthians 2:14).

In the Christian school where the Holy Spirit is welcome, there is freedom and liberty (II Corinthians 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 (Genesis 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" (Galatians 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" (Proverbs 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 Corinthians 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 Corinthians 5:17). As GCS becomes an instrument of salvation, it fulfills the purpose for which it was created by the sponsoring Gilead Friends Church.

EXPECTED STUDENT OUTCOMES

From the purpose and philosophy of Gilead Christian School stem certain aims and objectives, here are our ESOs:

Gilead Christian School partners with families and churches to be and make active disciples of Jesus Christ by

TRAINING HEARTS *so that students*

- Know the Bible, understand its principles, and apply God’s Word in daily life.
- Become a new creation in Christ and develop a relationship with Jesus.
- Are empowered by the Holy Spirit to pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.

GROWING MINDS *so that students*

- Achieve proficiency in all academic disciplines inspiring a desire for lifelong learning.
- Value intellectual inquiry and employ skills to question, solve problems, and make wise decisions for God’s glory.
- Articulate and accurately defend a Christian worldview while having a basic understanding of opposing worldviews.

INSPIRING LIVES *so that students*

- Utilize resources, including technology, to locate and evaluate information so that students are best prepared to live in obedience to God’s calling on their lives.
- Embrace the worth of every human being as created in the image of God; therefore, appreciating languages and cultures, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality toward all people.

ACCREDITATION, AFFILIATION & CURRICULUM AREAS

The Ohio Department of Education charters Gilead Christian School. The school is also an accredited member of the Association of Christian Schools International (ACSI) for grades K-12. 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 Arts, Social Studies, Science, Health, Physical Education, Fine Arts, Foreign Language, Computer Technology, and Agriculture.

EXTRA-CURRICULAR ACTIVITIES

Students have the opportunity to participate in the many ACSI sponsored events such as Math Olympics and Art Festival competitions. Sports activities available (based upon student interest and population) are girls' volleyball, girls' and boys' basketball, cross-country, track, and bowling. Student Council (7-12), Ohio Scholars Association, and theater are also offered.

REQUIREMENTS FOR EXTRA-CURRICULAR ACTIVITIES

In order for students to be eligible for extra-curricular activities 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 midterms). If a student loses academic eligibility, the student will be ineligible until the start of the fifth school day of the next grading period.
2. The student cannot be a discipline problem in class or at school-related activities.

PROCEDURE TO REQUEST PUPIL ASSISTANCE

Students Grades K - 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 Intervention Specialist (IS) 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 IS to review evidence collected.
 - g. Determination will be made to either continue monitoring student or proceed with MFE testing.
 - h. The IS instructor will administer testing deemed necessary to student.
 - i. After testing is completed, a team meeting (parents, principal, resource room teacher, school counselor, intervention specialist) 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 intervention specialist 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 intervention specialist 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.
- IV. **John Peterson Scholarship**

Gilead Christian School provides these services to our students when proper credentialed staffing is available. Parents must know that we will do our best to either provide in-house or use outside resources to accommodate students with special needs; however, not all services will be able to be given if staffing is not available.

 - Aide Services
 - Behavioral Services
 - Educational Services
 - Counseling Services
 - Intervention Services
 - Occupational Therapy Services
 - Physical Therapy Services
 - Speech Therapy

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 \$40 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:
 - a. 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 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.

CONTINUOUS ENROLLMENT

1. Each student shall secure, fill out and return a continuous enrollment form and emergency cards annually for 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 enrolled for the following year unless a withdrawal form is filled out and given to the office.
3. In order for a child to remain 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.

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.

WITHDRAWAL POLICY

Upon the withdrawal of a student from GCS, a prorated tuition refund will be given based on the last day of attendance. If there are book fees, they will not be refunded.

Process for Withdrawal: Students who enroll at Gilead Christian School are expected to attend for the entire school year, but we understand that unexpected events may necessitate a student's leaving during the school year. In those instances, students withdrawing from GCS should follow these steps:

1. Parents must notify the Main Office and schedule a meeting with the appropriate principal to discuss the withdrawal. At that time a withdrawal form should be filled out and given to the office staff.
2. On the last day of school, the withdrawing student must return all books and school equipment to the Main Office.

3. Parents must pay all tuition and fees accrued through the date of withdrawal per the Continuous Enrollment Contract should they apply. Official transcripts and school records will not be released or forwarded to another school until all school obligations have been satisfied.

Families that opt out of Gilead Christian School or withdrawal are not guaranteed re-enrollment

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

The individual teacher will handle minor cases of misconduct by students. 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 student is persistent or if the misconduct is of a serious nature, the teacher shall refer the discipline problem to the Principal. The Principal will counsel the student, and will contact the parent(s) or guardian(s) of the student to seek their cooperation in correcting the problem. Thus, both parents and school cooperate in constructive discipline of the student.

Seldom does 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. If positive measures fail, measures such as removal of privileges, additional consequences, suspension and/or expulsion may be considered and used at the discretion of the Principal in collaboration with parent(s)/guardian(s) and teachers.

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

- Continued disobedience of classroom rules or procedures.
- Inappropriate behavior.
- Unwholesome or obscene language or gestures.
- Possession or viewing of inappropriate 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 property or others personal property.
- Sexual harassment; sexual immorality.
- Scriptural error or any conduct tending to bring discredit upon the school or a staff member that causes a diminishing of his/her effectiveness as a role model for the students of Gilead Christian School.

We do not reward proper, normal behavior. We expect it. We assume that the students want to act and behave in a manner that makes them feel good about themselves. Natural consequences for good behavior are good grades and good attitudes. We believe that in the leadership role, the teacher must use their discernment in classroom management. The Principal shall be involved when needed. The disciplinary response for any repeated issue will follow the steps listed below:

1st offense – student sent to the office with notice of concern to be given to the Principal. The notice will be sent home and signed by parent, then returned to school.

2nd offense – student sent to the office with the notice; the Principal will assign lunch detention. Notice of the detention will be sent home for parent’s signature and returned to school. Students serving lunch detention must report to the Principal’s office within 3 minutes of the lunch bell.

Suspension

Following a Parent-Principal Conference, the Principal has the authority to suspend a student. The length of suspension will be (1-5 days) determined by the Principal. Behaviors which would give cause for suspension are:

- Continued deliberate disobedience/disrespect displayed.
- A rebellious spirit which is unchanged after much effort by the school staff.
- A continued negative attitude and bad influence upon other students.
- A serious breach of conduct inside or on grounds of the school which has an adverse effect upon the image of the school.
- Failure of the student to comply with the disciplinary actions of the school.
- Failure of the parents to get recommended professional help for a student.

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

A readmission Parent-Principal Conference will be necessary for the student to return to school.

Probation

Probation is invoked when a student has a serious problem. This probation gives the student an opportunity to correct his/her problem. If he/she does not improve to a satisfactory level, they will be dismissed and asked to withdraw from the school.

The following are reasons for Probation:

- *Academic:* Insufficient academic progress
- Failure of the parents to get recommended professional help.
- *Attitude:*
 - A rebellious spirit which is unchanged after much effort by the teachers.
 - A continued negative attitude and bad influence upon the other students.
- *Disciplinary:*
 - Continued deliberate disobedience.
 - Committing a serious breach of conduct inside or outside of school which has an adverse effect upon the school's testimony.
- Failure of the parents to comply with the disciplinary procedures of the school.

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.

The Administrator and /or Principal reserves the right to rule on any disciplinary situation that is not specifically covered in this Handbook.

ANTI-BULLYING POLICY

What is Bullying?

Bullying is when someone intentionally and repeatedly engages in behavior that is harmful toward another person.

Bullying may include, but is not limited to:

- Physical
- Social/emotional
- Verbal

Cyberbullying will not be tolerated.

“Cyberbullying” is bullying by use of an electronic device using, but not limited to, email, instant messaging, text messages, blogs, cell phones, online games, websites, social media, etc.

Guiding Principles for Students to Prevent Bullying

- 1) We will not bully others. (Ephesians 4:32)
- 2) We will help others who may be bullied. (Romans 15:1-2)
- 3) We will include all students. (Romans 15:7)
- 4) We will tell an adult at school or at home if we know someone is being bullied. (Ephesians 5:11-14)

Where misconduct reports demonstrate a pattern of misbehavior, the situation will be handled by staff and administration in accordance with GCS policies. In cases of bullying, the school administration will meet with the parents of all students involved. The consequences of bullying will be proportional to the nature of the offense. The consequences include, but are not limited to, admonition, counseling, detention, suspension, and/or expulsion.

WEAPONS

Firearms, flammable materials, explosives, knives, chains, illegal weapons, or anything that could be used, or portrayed as, 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 IMMORALITY

Related to student:

Gilead Christian School is in complete agreement with the Evangelical Friends statement as printed below: Evangelical Friends believe that every person is created in the image of God and should be treated with dignity and respect regardless of same sex attraction. We adhere to an orthodox reading of Scripture and Christian tradition which teaches that homosexual behavior is sinful and contrary to Scripture (Leviticus 18:22, Romans 1:27, 1 Corinthians 6:9). Therefore Gilead Christian School reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a student who engages in sexual immorality such as: heterosexual activity outside of marriage (ex. premarital sex, cohabitations), homosexual activity, sexual harassment, use or viewing of pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and Federal or State law.

Related to parent(s):

Evangelical Friends believe that every person is created in the image of God and should be treated with dignity and respect regardless of same sex attraction. We adhere to an orthodox reading of Scripture and Christian tradition which teaches that homosexual behavior is sinful and contrary to Scripture (Leviticus 18:22, Romans 1:27, 1 Corinthians 6:9). If the atmosphere or conduct of a particular home influences, promotes or encourages the behaviors defined by the Parent and Student handbook as sexually immoral, Gilead Christian School reserves the right to deny enrollment, re-enrollment, or discontinue enrollment at any time in the school year.

Sexting is the act of sending, knowingly receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, IPOD, computer, or other digital service. Students engaged in such activities, both on campus and off campus, are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image a violation of this policy. This violation could result in school discipline, up to, and including, expulsion, and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or the Principal. If a student reports any such activities or a staff member has reason to believe “sexting” has taken place, it is the responsibility of the staff member to report it to the Principal. The parents of all parties will be notified. If a student receives unsolicited sexual material and reports, he or she will not be held liable. The Principal has the right to verify, through legitimate means, that “sexting” has occurred and to decide on the necessary disciplinary action.

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 select classmates, 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.

SEXUAL HARASSMENT 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 unsolicited.

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 MIDDLE SCHOOL/HIGHSCHOOL

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 1,001 hours for students in Grades 7-12. There shall be 2 days for parent-teacher conferences (evenings). There will be two days of Professional Development for the teachers built into the school year also.
3. **Length of School Day:** The South Campus school day begins at 7:50 a.m. and ends at 3:00 p.m. 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.
 - Attendance will be taken during each class period. If a student in grades 9-12 is absent from any class ten(10) times per semester, their final semester average will be lowered 2 percentage points for each class session missed after the 10th day. **Parents and students are responsible for keeping track of student attendance** via the school website or a phone call to the school office.
 - **Middle School Attendance:** When a middle school student has missed 15 days of school per semester, they 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 Principal and all work has been completed.
 - **There are no excused or unexcused absences.** Any class missed counts as an absence, which is accumulated over the semester. This includes: medical appointments, illnesses, funerals, hunting, family

vacations, job shadowing, and pre-approved absences. If a student misses a class for any reason, this counts as an absence for that class. Students will be considered absent from any class to which they miss more than ½ the class period. A student must be present at least ½ of the school day to participate in extracurricular activities. School initiated absences will not be part of the cumulative total of absences for a student.

- A student, who has accumulated more than 10 absences per semester due to prolonged illness or other similar long-term reasons, may appeal to the administration in writing within one week of the prolonged absence. A doctor's excuse is needed.
 - **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.
 - **Extended Absence Request Form:** An Extended Absence Request Form must be completed at least 10 days in advance of the absence of three (3) days or more by both the student and the parent/guardian. This allows time for teachers to prepare make-up assignments. Since the school calendar allows ample time for vacation, parents should make every effort to arrange their vacations to coincide with school vacations.
5. **College Visits:** Juniors and Seniors will be allowed three days per year for college visits. These visits must be pre-arranged through the Guidance Counselor and will not be counted as part of the cumulative absence record. Upon return, a letter from the college visited must be provided to the Guidance Office for a college day to be entered in the attendance record.
 6. **Dual Credit:** This attendance policy does not replace any attendance policy in effect for Dual Credit classes, to which students must adhere in order to pass the class.
 7. **Early Departures:** Students desiring to leave school early must bring a note providing the reason for early departure. The note, signed and dated by a parent/guardian, must be brought to the Office prior to the first period of the day. **An early departure will be counted as an absence for each class missed.** Students must be signed-out and signed-in at the office. No student should ever leave without prior approval or authorization for any reason.
 8. **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.
 9. **Student Illness:** In the event a student becomes ill during the school day parents will be contacted.
 10. **Make up work:** Students who are absent are required to make up all work missed. When a 9-12th grade student has missed 10 days per semester of school, they may be in danger of failing the course even if work has been made up. Unless an absence has been pre-approved, students are responsible for collecting make up assignments from teachers and rescheduling tests/exams with teachers. The school is not responsible for this.
 11. **Tardiness: There are no excused or unexcused tardies.** A tardy is charged to a student's record when they arrive after class begins. Upon the fourth tardy in a semester, an absence will be issued for that class for that day.

GUIDANCE PROGRAM

Gilead Christian School's guidance program consists of individual and group services designed to give systematic aid to all pupils and teachers in achieving optimal development in spiritual, educational, vocational, personal, social, health, and civic concerns. Out-of-school resources, in accordance with policy, shall be used to complement the guidance program.

The guidance program shall provide various types of testing to accomplish these goals

In addition to these testing services, our guidance program has a counselor to help students with the following:

1. Counseling with all high school students regarding educational and vocational plans or problems and assisting these students in making realistic post-school plans.
2. Coordinating a system for college planning, admissions testing, and scholarship information for parents, students, and faculty.
3. Counseling and helping schedule students for courses available for next year. Helps ensure each student meets the requirements for graduation.

PUPIL REPORT CARDS

Report cards are issued four (4) times each year at the end of each nine week period. **All fees and outstanding balances must be paid to receive the student's report card at the end of the school year.**

A Progress Report will be made available to 7th-12th grade students at the midterm of each period. When circumstances warrant, (a student is struggling academically) parents will be asked to assist the teaching in providing the best possible opportunity for the student to improve and succeed.

GRADING SCALE

4.3	A+	98-100
4.0	A	93-97
3.7	A-	90-92
3.3	B+	87-89
3.0	B	83-86
2.7	B-	80-82
2.3	C+	77-79
2.0	C	73-76
1.7	C-	70-72
1.3	D+	67-69
1.0	D	63-66
0.7	D-	60-62
0.0	F	59 or below

The following 5.0 scale is used for classes determined to be weighted (AP). A student's grade point average will continue to be reported on a 4.0 scale.

A = 5.0
A- = 4.7
B+ = 4.3
B = 4.0
C+ = 3.3
C = 3.0
C- = 2.7
D+ = 2.3
D = 2.0
D- = 1.7

Students on individualized education plans (IEP) have the option of a Pass/Fail grading scale.

HIGH SCHOOL GRADUATION REQUIREMENTS

Graduation Requirements Class of 2023 and Beyond:

Earn Credits:

English language arts- 4 credits
Health- ½ credit
Mathematics- 4 credits
Physical education- ½ credit**
Science- 3 credits
Social studies- 3 credits (must include financial literacy component)
Electives- 5 credits (1 credit must be Fine Arts)
Bible- 4 credits*
Capstone Senior Project
Total Credits Needed for Graduation: 24*

* 1 Bible credit needed for each year attending Gilead Christian High School

**The P.E. credit can be waived if a student participates in two seasons of athletics. ½ credit has to be taken in another subject to insure minimum credits for graduation.

Demonstrate Competency:

Complete Required End of Course Tests and earn a passing score on the Algebra I and English II tests. Students who do not pass either of these tests will be offered additional support and must retake the test at least once.

After you have taken your tests, there are three additional ways to show competency:

1. Demonstrate Two Career-Focused Activities
2. Enlist in the Military.
3. Complete College Coursework

Demonstrate Readiness:

Gilead Christian School students must earn a minimum of 3 seals. 1 must be an Ohio Designed Seal and 1 must be the local designed Community Service Seal.

1. OhioMeansJobs Readiness Seal
2. Industry-Recognized Credential Seal
3. College-Ready Seal
4. Military Enlistment Seal
5. Citizenship Seal Science Seal
6. Honors Diploma Seal
7. Science Seal
8. Seal of Biliteracy
9. Technology Seal
10. Community Service Seal
11. Fine and Performing Arts Seal
12. Student Engagement Seal

Transcripts

Students needing to have a transcript sent to a particular college or scholarship agency/committee should fill out a “Transcript Request Form” obtainable from the Office. An “official” transcript containing the school “seal” will only be sent directly to the college or scholarship agency/committee. Transcripts handed to students are considered “unofficial”.

Transfer Credit from another educational setting:

- *From a Public, Chartered-Non Public, regionally accredited High School:* During the enrollment process, students will submit a transcript(s) from previous high schools and credit earned.
- *From a Homeschool setting or a non-accredited program:* Students transferring to Gilead Christian School full time may have credits accepted with documentation and review of course content, learning goals, and assessments as well as a Gilead Christian School assessment of skills through entrance testing. Transfer courses will be included in the high school transcript with a passing mark rather than a letter grade. Not all homeschool work will qualify as credit.

Credit for College Credit Plus Courses:

Online & Off Campus: Three college/university semester hours will count as one high school credit, and some courses in the same discipline can be used toward high school graduation requirements.

Credit for Other Off Campus Learning:

Career Technical Education: Gilead Christian School partners with area Career Technical Centers to offer students learning paths related to specific job skills. To participate, students must be accepted by a Career Technical Center. High school credits earned at a Career Technical Center will be included on the high school transcript. Whenever possible, students should take core courses at Gilead Christian School, unless a scheduling conflict cannot be avoided. Students who do not maintain a passing score in their classes at Gilead Christian School, will be asked to transfer back to Gilead Christian School full time or to transfer into a home school program, or to their local public school.

All students who take any off-campus class (CCP, career-tech) will participate in a worldview luncheon/roundtable with the appointed staff each semester.

HONOR ROLL

Honor roll is an indication that a student has reached an academic standard for their grade level. **Honor Roll** – All A’s
Merit Roll – All A’s and B’s

VALEDICTORIAN AND SALUTATORIAN

Gilead Christian School will name a Valedictorian and Salutatorian each year.

- The Valedictorian and Salutatorian must complete the entire junior and senior school calendar year at Gilead Christian School as a full-time student.
- The Valedictorian and Salutatorian must meet all criteria required for a college prep diploma. The Valedictorian shall be ranked #1 in the class and the Salutatorian ranked #2.

CLASS RANKING

Specifics used in determining class rank will be as follows:

- Students are ranked at the end of their junior year with a final rank at the end of the third nine weeks of their senior year.
- A student's grade point average will be rounded off to the nearest hundredth or the nearest thousandth if there is a tie.
- No grades obtained through home school programs or non-chartered schools will be used in determining class rank.
- Any student currently enrolled in GCS who desires to take either a correspondence or summer course, must have that course approved by the Guidance Counselor prior to enrolling in the course to be sure that course will count towards Gilead Christian's Requirements and class rank.
- Students are not eligible for ranking unless they have completed their entire junior and senior years at GCS which implies four full, consecutive semesters as a full-time GCS student.

A STUDENT OF RECORD

A Student of Record option is available for those students wishing to take courses at a vocational high school or dual credit courses at a college. This option must be approved through the Academic Committee and the Gilead Christian School Board. A Student of Record will be considered to be a student of Gilead Christian High School and will be charged a lower tuition. However, if a student participates in athletics, he/she must meet the athletic requirements regarding student eligibility.

A full-time vocational student will be charged the same fees as an Independent Studies family and a half-time vocational student will be charged 50% tuition.

INDEPENDENT STUDIES POLICY

No full-time student of Gilead Christian School shall transfer to the division of Independent Studies after the eighth grade year unless by special permission of the School Board. Further, no transfer will be assumed until after the family has successfully completed the application and enrollment process.

ADDING OR DROPPING CLASSES

During the first two weeks of school, class changes may be made without penalty. However, the student must realize he/she will be responsible for all material taught before he/she enters a class. After the first two weeks of school, a course may be changed only if the Guidance office deems it necessary and approves the change. At the beginning of Second Semester, two weeks will be allotted for new (semester) course changes.

If, after the first grading period, a student realizes that he/she does not have the background necessary to handle a particular course, a comparable course that the student can handle may be substituted with the permission of the teacher, the student's parents or guardian, and the high school Guidance Counselor. Exceptions to the above will be at the discretion of the Principal after consultation with the Guidance Counselor and student's parents.

College Credit Plus follow the various drop guidelines established by the college offering the course.

STUDENT COUNCIL (HIGH SCHOOL)

The purpose of the Gilead Christian School Student Council is to serve and represent the interests of Jesus Christ within the student body and promote Christian education. The elected members will exemplify Christ-like attitudes and good citizenship. Elections will be held the 2nd week of each school year and elected members will serve one school year. The elected members will encourage the student body to offer suggestions and ideas. Council officers and representatives will promote respect and cooperation among the student body. Participation in Student Council requires that a student maintain a "C" average and be exemplary in Christian character. Students in grades 7-12 are eligible to be elected to represent their class on the Council.

OHIO SCHOLARS ASSOCIATION (OSA)

Candidates will be selected on the basis of leadership, service, character, and scholarship. Eligible candidates will be members of the sophomore, junior, or senior class. To be considered, a student must have a minimum cumulative 3.3 (B+/89%) GPA rating on a 4.3 scale. Inductees must maintain a 3.0 (B/85%) GPA rating and be taking all high school level classes. Membership is granted to students selected by the Faculty Selection Council Members of the school OSA Chapter. The OSA Advisor, Principal and other members of the Administration do not vote in the selection process. The decision by the Faculty Council is final.

Selection to OSA is a privilege. Membership in this chapter shall be classified as active, honorary, and graduate. Active members move to graduate status upon graduation. Graduate and honorary members have no vote in chapter affairs.

Candidates must complete at least one semester as a full time student at Gilead Christian School in a regular classroom setting or, if an Independent Studies student, have completed at least 3 hours of credit in residence at GCS. It is imperative that a student interact with faculty and staff in community and independent service projects.

Failure to maintain the required GPA or exemplify the testimony and character of a GCS student will result in a member being placed on a probation period of one semester. Following the probation period, the Faculty Council will review and determine status. Once dropped from membership, the student is no longer eligible for Ohio Scholars Association consideration.

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. Time spent by Jr. high and Sr. high school students doing homework generally will not exceed 1 ½ hours at home or 20 minutes per subject. Therefore, study halls during the school day should be used wisely. Specific homework assignments should not be required over school breaks. Assignment deadlines on the first day back from a school break/holiday deadlines will be avoided.

STATEMENT ON BIBLE VERSIONS

Gilead Christian School does not endorse an official version of the Bible. We have, however, adopted the NIV Bible for primary use in all classrooms and for memorization throughout school. A large print, hardcover, edition of the NIV may be purchased from the school office.

TEXTBOOK CARE

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

ONLINE COURSES

Online Learning

Gilead Christian School offers a variety of online coursework to fulfill core academic and elective courses to meet graduation requirements. Online coursework is delivered by Edgenuity's virtual teachers in partnership with Gilead Christian. GCS provides a learning lab certified instructor who is responsible for providing a safe learning environment that aligns with the GCS mission statement. The learning lab instructor also monitors student progress, communicates with parents, and provides group and individual interventions as needed for student success.

Student Expectations

- Students are to login during scheduled class time and make progress to complete the course(s) in allotted time.
- It is the responsibility of the student to ask the classroom teacher and/or the learning lab instructor for assistance with coursework as needed.
- Students are to respond to all written/verbal messages from the virtual teacher using proper grammar/ language communication.
- Lessons may be completed at home; all quizzes and tests are to be completed in the learning lab under the supervision of the instructor.
- The signed GCS internet authorization approval also applies to online coursework without exception.

Edgenuity Acceptable Use Policy

- Students are expected to abide by the rules of network etiquette.
- Students could have their privileges revoked for any of the following reasons:
 - Impersonation of other users
 - Misrepresentation of self to others
 - Sending of hate or harassing email
 - Obtaining/modifying files or other data belonging to other users
 - Unauthorized entry into networks
 - Transferring or creating computer viruses
 - Loading or using unauthorized games, programs, and/or files
 - Illegal use of copyrighted software
 - Using the network to disrupt the work of others
- The same standards of intellectual and academic honesty and plagiarism apply to electronic information as to other forms of published work. *Plagiarism is copying or using ideas or words from another person or source such as the*

Internet or a print source and passing it off as your own. All internet sources used in student work need to be appropriately cited. If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences determined by Edgenuity administration and may be removed from the course with a failing grade. Cheating on assessments or tests may include copying from another student or using unauthorized materials on the exam. A student found guilty of cheating in examinations or term assignments is also subject to serious academic penalties.

Online Course Fees

Online courses that meet academic requirements are included in student tuition fees if completed within the 18 week semester schedule. Parents will be responsible for any additional costs incurred due to summer coursework, course extensions, and/or course withdrawals.

The fees are as follows:

- Summer Coursework: \$200 per semester course (.50 credits)
- 30- Day Course Extension: \$150 per semester course
- Course withdrawals done within:
 - 1-30 Days- \$40 per semester course
 - 31-60 Days- \$120 per semester course
 - Over 60 days- \$200 per semester course

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 amicable 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 a 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 principle 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".

DRESS CODE – SOUTH CAMPUS STUDENTS

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 spirituality, but rather to serve as a tool in fostering the academic and character development of the students as they participate in their education. The standard of dress at Gilead Christian Schools is designed to reflect modesty, neatness, and moderation.

Decisions regarding clothing choices are, at times, very complex. Because styles change frequently, we cannot anticipate and cover every possible fashion style ahead of time. Developing a dress code that is all encompassing is nearly impossible. **In all dress code issues, the administration reserves the right to make the final decisions on the appropriateness of clothing and appearance. The administration also reserves the right to make adjustments to the dress code should the need arise.**

We recognize that families and school officials interpret the dress code in a different manner. We realize that consistency and fairness are vital to having an effective dress code. To that end, the following guidelines should provide a better understanding of what is acceptable.

General Guidelines:

- Parents are expected to be the first to enforce the GCS dress code.
- Students are expected to arrive on campus in dress code appropriate clothing and ready for class.
- All clothing should be clean and in good repair. Clothing with holes, rips, or tears should not be worn. This includes Jeans - no holes, rips, or tears!
- Belts must be worn if there are belt loops.
- Long-sleeved shirts may not be worn under short-sleeved shirts. Oxford shirts must be buttoned to at least the second button from the top.
- Clothes must fit properly. Students may not intentionally order their clothing oversized (baggy) or undersized (tight and/or short).
- GCS campus wear must be free of all logos other than school logos approved by the administration.
- Shorts, skirts, and jumpers must be knee length which is defined as top of the knee when standing up. Leggings and tights may only be worn under knee-length skirts or jumpers.
- **Only approved** jackets, coats, sweatshirts (hooded, pullover, or zippered), or shirts worn as jackets and other forms of outer wear may be worn during the school day. A school polo shirt must be able to be seen at all times. Students will not be permitted to wear random outerwear!
- GCS uniform fleece may be worn during school hours with campus wear shirts.
- GCS sweatshirts/hoodies may be worn when seasonally appropriate.
- All students must wear footwear. Shoelaces must be tied.
- Dress and hair should not be distracting to teachers or students. Hair should be of natural color, clean, and neatly maintained
- Boys must have hair off of the collar and ears and be clean shaven.
- Hats and bandanas will not be worn in the building.
- Chains (wallet chains, choker chains, dog chains, etc.) are not permitted.
- Tattoos and body piercings are not permitted for any school event. Earrings are only acceptable to be worn by girls.

Spirit-Wear Days

- Every Friday, unless otherwise indicated, students may wear school approved pants or jeans with their Spirit Wear (GCS labeled shirts/sweatshirts). This privilege will be tied into current grades and overall behavior.
- Students who choose not to wear GCS Spirit Wear must dress in the regular school uniform.
- On days that have a sports event only, students in that sport may wear their warm up attire if applicable to that sport.

Gym Attire

Bring school gym uniforms for gym day consisting of GCS spirit wear or solid color t-shirts and knee-length (no more than 2" above knee), loose fitting shorts or athletic pants and gym shoes. Please wear **NON-MARKING SOLES** for gym and athletic events.

Field Trip and Special Events Attire

We dress for the occasion. Notices will be sent home before the event. Please make sure your student knows what to wear. Appropriateness and modesty is a must.

Secondary Guidelines: 7-12th

Item	Style	Description
Shirts	Polos: Long/Short Sleeved Oxford: Long/Short Sleeved (Shirts must be visible)	Polos: any solid color* Oxford: white, light/dark blue, maroon or gray* *GCS approved logo permitted (not required), NO OTHER LOGOS
Sweaters and Sweatshirts	Sweaters: Pullover, V-Neck, or Cardigan Sweatshirts: ONLY GCS Approved hooded, pullover, or zippered	Sweaters: white, dark blue, maroon, or gray* *GCS approved logo permitted (not required), NO OTHER LOGOS Sweatshirts: black, gray, navy, or maroon (GCS approved logo required)
Turtlenecks	Regular Style	White, light/dark blue, maroon, or gray
Pants	Dress Casual	Khaki, black, or navy (No holes or rips and they fit properly)
Shorts	Knee-length	Khaki, black, or navy (No holes or rips and they fit properly)
Skirts	Knee-length, Uniform Skirt	School plaid, khaki, black, or navy

INTERNET POLICY

Please read carefully prior to you and your student signing the Internet Authorization Approval Form by the first day of school. Internet access is available to students, faculty and staff at GCS.

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. With Internet access comes the availability of material that may not be considered to be of educational value in the context of the school setting. GCS has taken precautions to restrict access to controversial materials. However, it is impossible to control all materials and an "industrious user" may discover controversial information. We at GCS firmly believe that having access to 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 agree to. 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. 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. A Faculty or Staff member of GCS may request the Principal to deny, revoke, or suspend specific users. The Principal will deem what is inappropriate use and the decision is final. The Principal may close an account or deny access at any time.

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:
 - a. Do not make any changes or modifications to computer programs or setups on GCS computers.
 - b. Students who do not have parental permission to access the Internet will not be given access to the Internet via another student's device.
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 has many users. If you identify a security problem on the school network, you must notify a Staff member. Attempts to log on to the network as a system administrator or faculty or staff member, 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. This includes, but is 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 earbuds/ headphones) to any GCS computer.

FOR THE PARENT OR GUARDIAN

1. Read Internet Policy (in the preceding section).
2. Any violation of the regulations, enumerated in this document or the Internet Authorization Approval Form, is considered a violation of said policies and Approval Form for which appropriate action will be taken.
3. Discuss the policies in the preceding section, and the Internet Authorization Approval Form, with your son/daughter and make them aware of the terms, conditions, and consequences.
4. Understand that it is impossible for GCS Faculty and Staff to monitor or restrict access to all controversial materials when students are given access to the Internet.
5. The Internet Authorization Approval Form, signed by your student on the first day of school, will remain in effect during this school year unless request for cancellation is submitted in writing by the parent or guardian, or canceled by the Principal.

FOR THE STUDENT – ANYTIME on school property

1. Read Internet Policy (in the preceding section).
2. By signing the Internet Authorization Approval Form provided to you on the first day of school 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 your use, or inability to use this access.
3. By signing the Internet Authorization Approval Form you **promise to not** intentionally access inappropriate information, install any software programs, or change or modify any computer setups or programs belonging to GCS.
4. Checking personal email accounts, instant messaging, entering chat rooms, Facebook, personal web pages and game playing during the school day is prohibited.
5. Students must immediately notify a staff member if a security problem is discovered.
6. 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.

Internet Authorization Approval for Edgenuity Coursework:

I understand that while my child(ren) is a student at Gilead Christian School, he/she will be expected to follow these rules:

- To never misuse the GCS server and/or network, including attempting to open another person's account.
- To never copy another student's work, either in part or in whole, and claim it as my own.
- To never copy information from the internet, either in part or in whole, and claim it as my own.
- To never download or copy material of any kind from the internet without the permission of GCS authorized personnel.
- To never access, or attempt to access, inappropriate websites while on school property.
- 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.

- To never use instant messenger from a school computer without prior permission from a teacher and/or GCS authorized staff person.
- To never modify GCS computers in any way.
- To never use the network in a malicious way through hate mail, harassment, profanity, vulgar statements or images, or discriminatory remarks of any kind.
- To never access, or attempt to access, another student's or teacher's e-mail account.
- To never download software without the permission of authorized school personnel.
- To never vandalize GCS computer equipment and to report anyone who does so.
- To reimburse the school for any damages that may result from my misuse of GCS computer equipment.
- To always use the network for strictly educational purposes under the supervision of an authorized GCS staff person.
- To only log-on to the network under the immediate supervision of an authorized GCS staff member.
- To use only GCS computers while at school unless granted permission to do otherwise by an authorized GCS staff member.
- To never attempt to bypass GCS network filters.

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

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 injunction 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. (1Corinthians 6:19,20; 1 Corinthians 8:9)

CELL PHONE AND ELECTRONIC DEVICE POLICY

Cell phones, tablets, and any other electronic communication or game devices should not interfere with academic instruction.

Cell phones and any other electronic devices are not to be used during study halls or regular class times. Electronic devices will also be in a designated teacher location. All teachers will have the authority to allow usage at their discretion.

Students should make all emergency and other necessary communications to parents or guardians from the school office – not on their personal cell phone. Parents are to call the school office for any type of early dismissal or action that the school must be aware, they are not to call the student directly on their cell phone.

The definitions and consequences for violating the GCS Electronic Device Policy are as follows:

Electronic Communication Device - any electronic device with the capability to do any of the following: make and receive calls, texts, emails, tweets, social media posts, or gain access to the internet. While on the school campus, all ECDs are to be connected to the protected school internet wifi. It will be considered to be a misuse if an ECD is not connected and is on other media resources.

Incidental Misuse - Using an ECD during the school day except as permitted

Personal Misuse - Using an ECD in violation of the Student Code of Conduct

Serious Misuse - Using an ECD to violate the Student Code of Conduct in a manner that harms others

Consequence:

Incidental Misuse

- 1st offense = loss of ECD privileges for 1 week
- 2nd offense = loss of ECD privileges for 1 month
- 3rd offense = loss of ECD privileges for the remainder of the semester

Personal Misuse

- 1st offense = loss of ECD privileges for the remainder of the semester and possible in school suspension
- 2nd offense = loss of ECD privileges for the remainder of the school year and in school suspension
- 3rd offense = loss of ECD privileges for the remainder of the school year and out of school suspension

Serious Misuse

- 1st offense = out of school suspension or possible expulsion

The use of GCS computers and network services is a privilege, not a right. The use of computers during the school day is for academic purposes only. GCS provides a strong internet filtering system, but the school cannot completely eliminate access to all objectionable material or content. Students are expected to use GCS computers and network services in a responsible, ethical, and legal manner that is consistent with the established behavioral guidelines and student code of conduct.

STUDENT DRIVING POLICY

The following policy and regulations will govern any student with a valid driver's license who attends Gilead Christian School.

1. Vehicles parked in Gilead Christian School's parking lots must be covered by insurance.
2. Gilead Christian School will not be held responsible for any damages, loss, or vandalism of the student's vehicle while the student's vehicle is parked within Gilead Christian School's parking lots.
3. Must register their vehicle with the office.
4. Must abide by a Fifteen (15) mile per hour speed limit within the Campus parking lots.
5. Must park in the designated student parking areas only.
6. Must correctly park their vehicles in school designated parking areas
7. May not go to their cars during the school day and may not remove their vehicles from the school parking lot during the day without permission from the office.
8. Shall not carry any weapons (guns, knives, or any other type or form of weapon) in the student vehicle.
9. Shall not possess any illegal substances or drug paraphernalia in a vehicle. The Principal may search a vehicle at any time. Law enforcement may be called if necessary.

Students are encouraged to lock their cars.

Any violation of these rules will result in:

- The loss of driving privileges for a length of time determined by the Gilead Christian School Administrator.
- The student's vehicle may be towed at the owner's expense

STUDENT PARKING

Students must enter the school using the West entrance on State Route 42 or Township Road 115 entrance and park on the east side of the building in the parking spaces south of the high school entrance (door #16). When leaving students must drive out the exit on Township Road 115. Under no circumstance should they drive around the building to exit onto State Route 42.

EARLY RELEASE FOR WORK OR COLLEGE CREDIT PLUS (CCP)

The student and parent(s) need to provide proper documentation from the employer or college on their letterhead or stationary which states the following:

1. Where the student is employed or attending school.
2. What days and times the student is working or attending school (if the work schedule is irregular than the parents must sign a general statement saying the student will be leaving for work as needed.)
3. This information needs to be approved by the Principal.

TRANSPORTATION TO SCHOOL

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.

CARLINE

Students will be dropped off prior to 7:55 am at the high school entrance (East) before school. Students will be dismissed from the high school entrance (East) doors of the school. Students should report to carline promptly after school. Students should wait in an orderly manner.

SCHOOL LUNCHES

We will be offering students hot lunches and a la carte items. The students will be given the opportunity to order their lunch each day during the morning homeroom period. Our monthly menus will be posted on Blackbaud and posted in the weekly newsletter. **We do NOT provide free or reduced meals.**

STUDENT HEALTH RECORDS

1. **HEALTH RECORDS**- Health records for each student shall be kept on file at the school. These shall include:
 - a. Record of immunizations (including those required for Jr. High)
 - b. Eye tests
 - c. Hearing tests
 - d. Tine tests
 - e. Physical forms
2. **MEDICATION**
 - a. If your student ever needs over the counter medication:
 - i. The parent must bring in the medication in its original bottle with the student's name marked clearly on the bottle.
 - ii. The parent must complete a Request for Medication Administration approving the school to administer the medication to their student.
 - iii. Medication cannot be sent home with the student, it must be picked up from the office by a parent.
 - b. If your student requires prescription medication:
 - i. Medication must be delivered in its original bottle by a parent.
 - ii. A Physician and parent must complete the Medication Administration Record.
 - iii. Medication cannot be sent home with the student. It must be picked up from the office by a parent.
 - iv. Medication will be kept locked in a safe place in the school office. If refrigeration is required, the medication will be stored in a refrigerator.
 - v. Medication will only be administered by trained staff.
3. **Peanut & Tree Nut Allergy** (a copy of Gilead Christian School's policy is available upon request)

FIELD TRIPS

Before participating, each pupil must have an emergency card on file for the current school year and a permission-giving document signed by the parent or guardian. Permission forms are to be turned in by the specified due date, if the form is not signed and returned on or before the specified date, the student will not participate in the planned event.

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 not bring siblings on field trips.***

VISITORS

Visitors are always welcome and **MUST** 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.

LOST ARTICLES

All unclaimed articles will be kept in the Lost & Found. Periodically, any unclaimed items will be donated to a local clothing ministry. We strongly encourage that you put your child's name on all garments for easy identification.

FIRE, TORNADO AND SAFETY DRILLS

Throughout the year, there will be fire, tornado, and/or safety drills. When the signal sounds, teachers and staff will instruct the appropriate action for the particular drill. Students and teachers will remain in the designated area until instructed to return to the classroom/building. Exit charts are posted throughout the building.

EMERGENCY CLOSINGS

In the event that school must be closed or delayed because of weather conditions or other reasons, the school will notify the parents by the following:

1. The Administrator will place a call using the Pre-K through 12 notification system. (TRZ)
2. The closing or delay will be posted on Blackbaud as well as our social media outlets.
3. The television stations listed below will be notified:

WBNS - TV	Columbus	Channel 10
WNBC - TV	Columbus	Channel 4
WTVN - TV	Columbus	Channel 6

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.

DELAY SCHEDULE

The Early Childhood Center and K-12 may follow a 1-2 hour delay schedule when weather conditions warrant. In the event of school delays or closings, the Early Childhood Center will communicate its schedule to its families.