

# Granger Christian School

## 2023-2024

### SECONDARY STUDENT HANDBOOK (6TH-12TH GRADE)



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# I. INTRODUCTION

## A. Mission

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

## B. Vision

Granger Christian School seeks to be:

**C**hrist Centered  
**A**cademically Minded  
**R**elationally Focused  
**E**xcellence Driven

***In all we do!***

## C. Expected Student Outcomes

1. Spiritually growing - students will be taught to:
  - a. Accept that Jesus Christ is the Son of God, and He wants to be involved in a personal relationship as their Lord and Savior
  - b. Demonstrate God's love and develop spiritual gifts through service to others
  - c. Share God's truth with those around them, through both word and deed
  - d. Respect the dignity and sanctity of all human life
2. Lifelong, self-directed learners - students will be taught to:
  - a. Set challenging goals, determine priorities, and organize responsibilities while maintaining personal and academic integrity
  - b. Think critically and creatively in solving problems and interpreting, evaluating, and applying information and concepts to respond to and solve real-world problems
  - c. Recognize and responsibly utilize resources and adapt to the changing world
  - d. Continue to seek God and develop God-given gifts and talents in order to glorify God, make disciples and encourage other believers to fulfill their calling in Christ
3. Effective communicators - students will be taught to:
  - a. Exercise efficient critical listening and reading skills
  - b. Articulate written and verbal ideas clearly, creatively, and logically
  - c. Utilize language skills to peacefully resolve conflicts in a globally interdependent and racially diverse society
  - d. Utilize many forms of media to communicate ideas, concepts, thoughts, and the Gospel
4. Collaborative individuals - students will be taught to:
  - a. Participate effectively in a variety of leadership and supportive roles
  - b. Recognize, accept, and exercise social responsibilities and civic duties
  - c. Collaborate with varied groups of people to accomplish learning goals and complete projects
5. Critical and creative thinkers - students will be taught to:
  - a. Approach the world with intellectual curiosity and solve problems using a biblical worldview
  - b. Apply, analyze, synthesize, and evaluate ideas when solving problems

- c. Use 21st century methods to collaborate, problem solve, communicate, create, and cultivate content

#### **D. Statement of Faith**

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

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

12. We believe in the personal return of the Lord Jesus Christ and that it will be in two phases. First, He will return in the clouds for the Rapture of the Church before the Tribulation Period. Then we will return visibly with Him to the earth at the conclusion of the Tribulation Period to set up His Kingdom.
13. We believe 'that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27).'

#### **E. Philosophy of Christian Education**

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

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

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

#### **F. Philosophy of Rules**

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

1. God's Commands
  - a. Some of our rules are based on commands found in God's Word.
  - b. Proverbs 7:1-2b – "My son, keep my words and store up my commands within you. Keep my commands and you will live."

2. Good Cautions
  - a. Some rules are not given in the Bible but are made to protect us from violating biblical rules.
  - b. Proverbs 1:8 – “Listen, my son, to your father’s instruction and do not forsake your mother’s teaching.”
3. Greater Community
  - a. Some rules are not necessarily moral laws but are guidelines for the good of society.
  - b. Romans 13:1-6 – gives authority to institutions to make such rules.
  - c. Proverbs 8:15 - “By me (wisdom) kings reign and rulers make laws that are just.”

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

## II. GENERAL INFORMATION

### A. Open Door Policy and the Matthew 18 Principle

We encourage you to follow the principle from Matthew 5 and 18. If you have a problem with a person, please speak directly to that person. Keep the circle of information and concern as small as possible. Only escalate an issue after more than one attempt has been made at the personal level.

### B. Office Hours

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

### C. School Hours

School is in session from 8:00 AM to 3:00 PM. Teaching begins at 8:00 AM. Students may arrive as early as 7:30 AM and must report to the cafeteria. Students are dismissed to go to their homeroom at 7:50 AM. Parents should have their students at school by 7:50, so they are in their seats and ready to learn at 8:00. Classes dismiss for the day at 3:00 PM. Students not picked up by 3:15 PM will report to After Care and are required to sign in until their next activity or until they are picked up. Parents will be billed the applicable charges for this service. **No students may be in the building without adult supervision.**

### D. Parking Lot Expectations

1. Do not get out of your car if you are in the car line. Pull up as far as you can so that children can get into cars quickly.
2. Refrain from cell phone use while in the car line.
3. No pets outside of vehicles.
4. No parking in front of school at any time.
5. Speed limit is 15 mph.



6. The car line flows in two lines in front of the church and school. The left lane exits on Gumwood Road and the right lane exits on Brick Road.

#### **E. Student Drivers**

1. Students must obtain a parking permit from the office to display in the vehicle.
2. Students may not use their own cars for transportation to and from school activities.
3. Students who drive carpools must assume responsibility for assisting elementary school children into the building.
4. It is required that student drivers be properly insured and that parents/guardians bear any liability due to an accident that is incurred by the student while operating a vehicle on the GCS campus.
5. Student Drivers must follow all the parking lot expectations listed above. Violators may lose the privilege of driving to and from school at the Head of School's discretion.

#### **F. Weather Announcements**

In the event of inclement weather or when school must be delayed or canceled, GCS will communicate an announcement through Bright Arrow which is our school communication system. Local news and social media will also be used.

#### **G. Lockers**

1. Each secondary student is assigned a locker.
2. To secure their locker, students may use a school supplied combination lock. They may not bring a lock from home.
3. To avoid theft or damaged property, students are not to leave valuable objects in their locker.
4. We maintain the right to open any locker if necessary.
5. Students will be assessed a fee for any damage to a locker.

#### **H. Lunchroom Expectations**

1. Lunch must be brought from home. Microwaves are available for 3rd through 12th grade students to warm food. Older students may not warm up food for younger students.
2. Food must be eaten at the lunch tables only. Food is not allowed in the hall or classrooms unless authorized by a teacher or administrator.
3. Students must clean up their own food area.
4. Students should remain in the lunchroom for the entire lunch period and must have permission from staff on duty to go to the restroom.
5. Birthday treats should be arranged with classroom teachers in advance.

#### **I. Spiritual Life**

1. Chapel
  - a. The purpose of chapel at GCS is to lead the students in worship, instruct them in the Word of God, and encourage their daily walk in the Christian life. Chapels are designed to broaden, expose, and challenge students via a wide range of speakers and a variety of experiences during the year. Students are expected to sit up, pay attention, and engage.
  - b. Students have Chapel every Wednesday. Chapel will include worship, speakers, videos, and relevant programs that are geared to the young people of today.

2. Missions, Ministry and Service Projects

Students at all levels are encouraged to participate in missions and ministry, and days will be scheduled throughout the school year for students to serve together as a school community.

**J. Hallway Behavior**

1. No students in the cafeteria during passing periods.
2. No eating in the hallways.
3. No running, jumping, or behaving dangerously in the hall or on the stairs.

**K. Student Use of Telephones**

**1. Outgoing Calls**

Students may use the office phone to call home in an emergency or when there has been a change in school-sponsored events such as games, practices, etc. Students must obtain permission from a classroom teacher to use the office phone. Students may not call home for forgotten items. Cell phones are permitted at school; however, they may not be used from 8:00 AM to 3:00 PM unless given permission from a teacher.

**2. Incoming Calls**

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

**L. Lost and Found**

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

**M. Emergency Guidelines and Drills**

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

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

1. ALICE: an acronym for:
  - a. **Alert:** first notification of danger.
  - b. **Lockdown:** if evacuation is not a safe option, teachers will lockdown and barricade their doors.
  - c. **Inform:** teachers are given real-time information about current danger.
  - d. **Counter:** danger is reduced using noise, movement, distance and distraction.
  - e. **Evacuate:** when safe to do so, teachers remove students from the source of danger.
2. Shelter in Place (when there is an unsafe event near the school's location)

- a. Parents will be notified by Bright Arrow.
- b. Classes will continue as normal.
- c. Doors will remain locked.
- d. Hallway traffic should be held to a minimum.
- e. No communication devices should be used by students.

#### **N. Field Trips and Approved Drivers**

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

1. Explanations of recent traffic violations
2. Make, model, year, license plate number, and number of working seat belts for each vehicle that could be used to transport students.
3. Indiana law [requires](#) that children under the age of 12 months and 20 pounds must be restrained in a rear-facing car seat. This law is a minimum requirement. It is recommended to keep children rear facing for as long as possible. Children who are at least one year old and 20 pounds may be restrained in a forward-facing car seat. According to Indiana State Police, you should use a forward-facing seat until your child is at least 40 pounds. The car seat should be federally approved with a harness system.
4. Name of the insurance company, policy number, and amount of liability coverage provided in the following categories (minimum coverage is listed):
  - a. Per person for bodily injury must be at least \$250,000.
  - b. Per incident for bodily injury must be at least \$500,000.
  - c. Signature and date of person requesting approval to drive.
5. Company vehicles may not be used for field trips.

#### **O. Parent Volunteers**

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

#### **P. Visitors**

1. Adult visitors
  - a. All adult visitors must register at the school office and are subject to approval by the Head of School.

- b. Visitors are limited to custodial parents, legal guardians, out-of-town guests of enrolled students, families interested in attending GCS, alumni of the school and guests invited by a teacher or Head of School. Others may be welcome but should be approved ahead of time by the Head of School.
  - c. Alumni and former students may not visit during any part of the school day unless approved by the Head of School.
  - d. All visitors must first go to the office to sign in and pick up a visitor badge and must return to the office to sign out when leaving.
2. Student Visitors
- a. All student visitors must register at the school office and are subject to approval by the Head of School.
  - b. Visits to classrooms are limited to prospective students and should be arranged with the office in advance.
  - c. Student visitors are expected to dress appropriately. The administration reserves the right to keep a student visitor in the office area during a visit if the person is out of dress code.
  - d. Prospective students may visit a classroom to shadow a current student for all day or a portion of the day.

### III. ATTENDANCE POLICIES

Attendance is vital to a successful educational experience. Parents always have the right to keep their children out of school, however, the school has the right not to excuse the reason for absence if it does not fit into the generally accepted categories.

#### A. Partial-Day Absences

1. Arrival is expected between 7:30-7:50 AM.
2. If students arrive between 11:00 AM-12:25 PM, they are counted absent one half day.
3. If students arrive after 12:25 PM, they are counted absent a full day.
4. If students leave for the day before 11:00 AM, they are counted absent for a full day.
5. If students leave for the day between 11:00 AM-12:45 PM, they are counted absent for a half day.

#### B. Excused Absences

1. Personal illness of a student or a doctor's visit with documentation.
2. Death or emergency within the family.
3. Court appearance with documentation.
4. Pre-approved absence:

For absences of one or two days, please notify the teachers and the Attendance Secretary **two weeks** prior to the start of vacation. Those who wish to use their allowed days for family vacations must request an Extended Absence Form from the office if the vacation will be three or more days. Please see "Extended Absences Policy" below.

**Vacation days are counted towards the 10-day limit on absences per semester.**

5. Pre-approved college visitation for juniors and seniors:  
 Juniors are allowed two days to visit college campuses per year. Seniors are allowed three days to visit college campuses per year. College visit days are considered excused absences within the allowed limit. Students are also encouraged to take advantage of other days when school is not in session (fall break in October, Thanksgiving, Christmas

break, spring break, and in-service days) to visit colleges. **Students are to bring back documentation from the college to verify their visit.**

6. Adverse weather conditions:

Students living in school districts that delay or close are not automatically excused if GCS does not delay or close.

**C. Extended Absences Policy**

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

**D. Unexcused Absences**

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

1. Family vacations that did not receive prior approval or exceed the maximum days allowed for vacation.
2. An absence for which the school did not receive parental contact by 9 AM.
3. Sleeping-in
4. Discipline which removes a student from the classroom, such as in-school suspension and out-of-school suspension.
5. Skipping a class, which is considered a serious violation of school standards.

**E. Excessive Absences**

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

1. 5 days missed = letter to parents
2. 8 days missed = 2nd letter to parents
3. 9 days missed = conference with Head of School and parents
4. 10 days or more missed = meeting with Head of School, discipline to be determined
5. In cases of extended illness or injury, an appeal may be made to the school Head of School.

**F. Reporting Absences**

Please report absences by contacting the school office by 9:00 AM at 574-272-5815 or emailing [attendance@grangerchristian.org](mailto:attendance@grangerchristian.org). Please be prepared to give reasons for the absence. Legitimate reasons for absences include sickness, death in the family, doctor or dental appointments, and other such emergencies.

If a student cannot participate in physical education, a note from the parents must be presented to the teacher. For extended periods of non-participation, a note from the

attending physician must be provided. Physical activity is an important part of the overall educational process. We strongly encourage activity, not passiveness, during recess and PE.

#### **G. Truancy**

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

#### **H. Tardiness**

1. Any student arriving between 8:00 AM-11:00 AM, or after the start of class, will be considered tardy
2. Morning tardiness will be excused with written documentation from a medical provider.
3. Tardies will reset at the beginning of the semester.
4. 4 unexcused tardies will result in the student receiving a lunch detention.
5. NOTE: tardies may be waived by the administration for such things as inclement weather. Doctor and dental appointments may be waived if documentation is supplied, etc.

## **IV. ACADEMICS**

#### **A. Textbooks**

1. GCS textbooks are provided to its students. All textbooks, consumable and non-consumable, are and remain the property of the school.
2. Students are responsible for their textbooks. A textbook that is damaged beyond normal use will result in fines or replacement costs being passed on to the student.

#### **B. Adding and Dropping Classes in Secondary**

1. Secondary students may not add a class after the first week of the semester. Exceptions will be made only for transfer students or recommendations made by a faculty member with approval from the secondary Head of School.
2. A student may drop a class prior to the beginning of the fifth week of the semester. If the student drops the class before or by the end of the fourth week of the semester, a WP (withdrawal passing) will be given. If dropped any time on or after the first day of the fifth week of the semester, a WF (withdrawal failing) will be noted on the permanent record.

3. A request to drop a class must be initiated by the parent/guardian to the administration and have administrative approval.

#### **C. Online Classes in Secondary**

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

#### **D. Homework Philosophy**

Homework reinforces the lessons covered in class and assists and improves learning, as well as strengthens skills and understanding gained in the classroom. It allows teachers and students to cover more content and to foster student initiative, independence, study habits, and responsibility. Tests and projects are weighed more heavily than a daily assignment by all teachers. While parents should assist their children by explaining homework, when necessary, the work must be completed by the student, and he/she must take the responsibility for their work. Parents can help their child with homework by helping establish good study habits. The following principles will be observed regarding homework:

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

#### **E. Make-up Work, Late Work, and Incompletes**

1. Students are allowed a make-up day for each **excused** absence up to five days. Special circumstances, prolonged illness, etc., may require more time. An appeal to the administration for approval is necessary.
2. Late work must be completed and submitted in order to show competency. Any student who is missing work will receive an "Incomplete" for the cumulative class grade until the assignment is completed. Assignments not completed at the end of the grading period will receive the score of zero.
3. An excused partial-day absence on the day of a pre-assigned test is not an excuse to postpone the test. For example, if the test is given in the morning and the student has an excused absence for the morning, the teacher can still require him to complete the test before the day is over.

#### **F. Grading**

1. Academic progress is reported to parents on a quarterly basis. Secondary parents can view grades at any time through RenWeb.
2. In grades 7-12, first and second nine-week grades each count as 40% and the semester exam counts as 20% of the semester grade recorded on the permanent records.
3. GCS uses three systems for reporting grades:
  - a. A numerically based four-point grading system is used for establishing the quarter and semester grades in grades 6-12. This goes on the quarterly reports.

- b. A letter-based scale is used to indicate the categories of excellent (A), good (B), average (C), poor (D), and failing (F) in grades 6-12. This goes on the quarterly reports.
- c. A GPA (Grade Point Average) is used in the computation of semester and cumulative semester averages for high school level classes offered for credit.

**GCS Secondary Grading Scale**

**AP and College Grading Scale**

Letter Gr.	%	GPA	Letter Gr.	%	GP A	Letter Gr.	%	GP A	Letter Gr.	%	GPA
A+	97-100	4.0	D+	67-69	1.2	A+	97-100	5.0	D+	67-69	2.2
A	93-96	4.0	D	63-66	1.0	A	93-96	5.0	D	63-66	2.0
A-	90-92	3.8	D-	60-62	0.8	A-	90-92	4.8	D-	60-62	1.8
B+	87-89	3.4	F+	0-59	0	B+	87-89	4.4	F+	0-59	0
B	83-86	3.0	F	0-59	0	B	83-86	4.0	F	0-59	0
B-	80-82	2.8	F-	0-59	0	B-	80-82	3.8	F-	0-59	0
C+	77-79	2.5				C+	77-79	3.5			
C	73-76	2.0				C	73-76	3.0			
C-	70-72	1.8				C-	70-72	2.8			

**G. Cheating**

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

**H. Student Records and Transcripts**

1. Student cumulative folders are kept in the school office in fireproof cabinets and are filed by grade level.
2. Legal guardians may have access to their child’s records after a written request has been submitted to and approved by the Head of School, unless prohibited by court decision or state or federal law.
3. Social workers may have access to a student’s records with signed parental or Head of School approval and in accordance with state law.
4. No records are transferred to another school until a withdrawal form is completed and all financial obligations to the school are paid in full.



5. Transcripts for seniors are sent free of charge to colleges where a student has applied. When the student graduates, a complete transcript will be sent to the student's accepted college.
6. Any time a teacher or parent becomes aware of a change of address, phone number, work number, or other pertinent information, it should be sent to the school office as soon as possible. Current information is necessary for the care and protection of a student in an emergency.

**I. Honor Roll 6<sup>th</sup> – 12<sup>th</sup> grades**

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

**J. Secondary Academic Probation**

Based on quarter grades for grades 6-12, students may be put on academic probation:

1. Separate from being ineligible from extracurricular activities, a student with 2 D's or an F will be placed on academic probation at the end of the quarter.
2. The student will have an academic improvement plan with goals for the following grading period that must be met by the end of the following grading period. A follow-up meeting will occur in the following grading period, so that the principal and family can discuss improvements made and what needs to be done to continue keeping the student in good academic standing. (If plans are not met, enrollment for the following year will be up for consideration).
3. To be removed from probation, the follow-up meeting will determine if this is possible.

**K. Retention Policy**

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

**L. Withdrawal from Granger Christian School**

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

parents/guardians are responsible for the entire years' tuition unless they are moving the student more than 50 miles from the school.

#### **M. Transfer Students**

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

#### **N. Achievement and College Prep Tests**

1. NWEA--K-8
2. IREAD--3rd grade
3. ILEARN--grades 3-8
4. PSAT--grade 10/11
5. SAT School Day--grade 11
6. WIDA--English Language Learners

#### **O. Valedictorian/Salutatorian Requirements**

1. To be considered for Valedictorian or Salutatorian of a graduating class, a student must attend the school for at least 6 semesters during high school.
2. Any credits transferred into the school will be calculated on GCS's grading scale and applied toward the aggregate Grade Point Average.
3. The students with the top two Grade Point Averages will earn the titles of Valedictorian and Salutatorian respectively. The school will reserve the right to name Co-Valedictorians or Co-Salutatorians, if deemed appropriate and necessary.
4. The announcement of Valedictorian and Salutatorian will be based upon student standing after 7 semesters of high school. If a student's academic performance severely declines during the 8th semester (spring semester of senior year), then the school will reserve the right to name an alternate Valedictorian and /or Salutatorian.

#### **P. Internships or Work Studies**

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

### Q. Granger Christian School Graduation Requirements

	College Prep Diploma	Academic Honors Designation**
<b>Bible</b>	8 Credits/4 Years	
	*Students are required to take a Bible class for every semester they are enrolled at GCS*	
<b>English</b>	8 Credits/4 Years	
	English 9	
	English 10	
	English 11	
	English 12	
<b>Math</b>	8 Credits/4 Years	
	<b>Algebra I</b>	
	<b>Algebra II</b>	
	<b>Geometry</b>	
	Pre-Calculus OR Statistics OR AP Calculus	
	*Students are required to take the first three listed. Some students may take Algebra I as early as 8th grade for HS credit. Students are required to take one of the last three listed. They must take a math class every year.*	
<b>Science</b>	6 credits/3 Years	
	Biology	
	Chemistry	
	Physics	
<b>Social Studies</b>	6 Credits/3 Years	
	World History	
	US History	
	Government & Economics	
<b>Foreign Language</b>	4 Credits/2 Years	6 Credits/3 Years
	Same Language	Same Language (or 8 credits in 2 languages)
<b>PE/Health</b>	3 Credits	
	1 Semester of Health	
	2 Semesters of PE OR 1 Semester of PE and 1 Independent Study OR 1 Semester of PE and 1 Season of Varsity Sport	
<b>Fine Arts</b>	2 Credits/1 Year	
	Options include but are not limited to:	
	Art	
	Yearbook	

All GCS students are required to have one hundred (100) hours of community service to graduate (25 hours per year attended)	
<b>**Additional Requirements for Academic Honors Designation**</b>	
- Earn a grade of "C" or better in courses that will count towards the diploma	
- Have a grade point average of a "B" or better	
- Complete <u>one</u> of the following:	
	- Earn 4 credits in 2 or more AP courses and take corresponding AP exams
	- Earn 6 transferable college credits through dual credit, REACH, or similar programs
	- Complete a combination of 2 AP credits/AP exam and 3 college credits
	- Earn an SAT composite score of 1250 or higher (minimum score of 530 on each section) OR ACT composite score of 26 or higher with complete written section

## V. STUDENT BEHAVIOR

### A. Goals

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

### B. Expectations

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

1. By being reliable, I show that I am truthful.
  - a. *I am truthful*
  - b. *I follow school rules and procedures*
  - c. *I do the right thing even when no one is watching*
  - d. *I work neatly*
  - e. *I work independently*
  - f. *I adjust to various situations*
2. By being responsible, I show that I am trustworthy.
  - a. *I exhibit self-control*
  - b. *I complete homework and class assignments on time*
  - c. *I use class time wisely*
  - d. *I follow directions*

- e. *I keep track of my assignments and submit them on time*
- f. *I return important papers on time*
- 3. By being respectful, I demonstrate my love for others.
  - a. *I speak respectfully to others*
  - b. *I speak when appropriate*
  - c. *I do not argue*
  - d. *I work well with others*
  - e. *I show concern for others' feelings*
  - f. *I treat school and others' property with respect*
- 4. By being ready to learn, I demonstrate that I am active in my own learning.
  - a. *I am responsible for my own learning*
  - b. *I am on time to school and classes*
  - c. *I am organized, and have all my required materials*
  - d. *I am attentive in class*
  - e. *I seek help when I need it*
  - f. *I accept constructive criticism and correction without arguing*



## GCS Character Guidelines



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

### C. School discipline may include the following:

1. Lunch detention - Lunch Detention will take place during lunch each day. Students must get their food within the first 5 minutes of lunch and be in detention for the remaining time.
2. In-School Suspension – Students are placed in isolation to work on schoolwork all day. The needs of the students are handled by the teacher and office personnel.

3. Parent Shadowing – Parents may be assigned a one to three-day shadowing of their child for the entire school day.
4. Out-of-School Suspension – A student may be suspended and not allowed to be on campus for a set period of time. Discipline of this nature must be viewed as more serious than any of those previously described. Suspensions will be at the discretion of the administration.
5. Probation – This is a last attempt to try to correct a problem so the student can remain at GCS. Behavioral probation may include a modification of rules, consequences, or both, at the discretion of the administration. The length of probation will also be up to the discretion of the administration depending on the infraction.
6. Expulsion/Withdrawal –When appropriate, students may be asked to withdraw from GCS or be expelled. Students who fall into this category have typically been involved in repeated offenses that hinder the education of other students in the classroom and/or the ability of the teacher to teach. They could also be involved in things that affect the health and safety of GCS students and teachers. Administration has the discretion to exclude a student from Granger Christian School at any time.

#### **D. Dress Code**

Our goal at GCS is to dress to honor Christ with a modest and neat appearance.  
(Hebrews 13:17, 1 Samuel 16:7, 1 Peter 3:3-4)

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

##### **1. Hair/Jewelry**

Boys: Hair cannot be in the eyes. Earrings or other body piercings are not allowed.

Girls: Pierced ears are acceptable.

All: Hair color must be predominantly natural color. Sparse highlights are permissible. Body piercings, excessive jewelry, and excessive make-up are not allowed. Tattoos are not permitted. If a student is admitted with tattoos, they must be completely covered at all times.

##### **2. Shirts/Tops**

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

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

Shirts must not reveal the body during normal activity.

Shirts may not have a plunging neckline.

All undergarment straps must be covered.

Hoods/Hats may not be worn.

##### **3. Pants/Shorts**

Pants and shorts must not reveal undergarments during normal activity.

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

These must be without holes.

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

#### 4. Shoes

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

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

#### **GYM CLOTHES: Secondary students must wear the GCS gym uniform to PE class.**

Students must wear gym shorts that are no more than 3" above the knee. Appropriate gym shoes are required. Only shoes with non-marking soles are acceptable.

#### **Dress Code Infraction Procedure**

When the infraction can be corrected immediately (e.g. remove hat, etc.), the teacher will speak with the student concerning the infraction and e-mail the dress code monitor. If the dress code infraction cannot be corrected immediately (e.g. short skirts, hair, etc.), the infraction will be handled by the dress code monitor. An accumulation of infractions (per semester) will warrant:

First Infraction: Verbal & Written Warning (that needs to be signed by parent)

Second Infraction: Lunch Detention

Third Infraction: One after school detention

Fourth Infraction: Two after school detentions and conference with parent and student

Fifth Infraction: Out of School Suspension and all Extra-Curricular Privileges suspended for 3 days

In all cases of dress code violations that cannot be immediately remedied, the student will be sent to the office immediately and parents will be notified. The student shall remain in the office until the infraction has been remedied.

### **E. Hallway Behavior**

1. No eating in the hallways.
2. Students must be respectful of others and other classes while in the hallway.
3. No running, jumping, or behaving dangerously in the hall or on the stairs.
4. Students may not use the elevator.

### **F. Plagiarism**

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

## **VI. STUDENT ACTIVITIES**

### **A. Athletics**

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

#### **B. BETA Club**

National Beta Club is the largest independent, non-profit, educational youth organization in America. For more than 80 years, it has prepared today's students to be tomorrow's leaders. Beta's mission is to promote the ideals of academic achievement, character, service, and leadership among elementary and secondary school students. Beta students compete at the state and national level in various academic and artistic competitions, such as: color photography, painting, language arts, social studies, technology, and music. GCS offers Beta Club to students who qualify and apply in 4th-12th grade. More information can be found at <http://www.betaclub.org/about>

#### **C. Drama Club**

We currently offer the opportunity to participate in a spring musical. More information is presented yearly closer to a start date.

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

#### **D. Prom**

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

1. It may be held at the school or another location.
2. Dress for the occasion may range from semi-formal to formal but must be modest and in good taste. Nice dresses and suit coats with ties are acceptable.
3. Prom attire must be submitted to and approved by the teacher in charge one month prior to the actual event. The dress code will be closely monitored.

#### **E. National Honor Society**

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

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



3. Leadership: Applicants are asked to list any co-curricular and extracurricular activities, as well as any leadership positions in school or church within the last 3 years.
4. Service: Applicants are asked to list any community activities, awards, and work experiences within the last 3 years.
5. There is no limit to the number of members. The Timothy Chapter's main goal during the school year is to be actively involved in the planning and implementation of a community service/ministry project. Members are encouraged to be a service worker whenever possible.

#### **F. Senior Mission Trip**

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

1. Spiritual: Opportunities are planned for devotions, prayer, and church attendance whenever possible.
2. Social: Realizing this is the last time the group of young people will be together, it should be a time of fun. Recreation activities will be planned that are consistent with spiritual principles and Granger Christian standards.
3. Scholarship: The trip will be a continuation of the student's educational experiences.
4. Service: Realizing that Christians should seek to be a witness and testimony and have a positive spiritual impact on people, some type of ministry activity will be incorporated into the trip. The key to a successful trip is balancing and blending the above elements to provide for a meaningful and memorable experience. The senior class will plan the itinerary with the senior class sponsor, make travel arrangements, and secure the necessary number of chaperones (parents and teachers) to go on the trip.

#### **G. Student Council**

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

#### **H. Extracurricular Eligibility**

Students are ineligible to play or practice if they currently have two Ds or one F in any class.

## **VII. HEALTH POLICIES**

#### **A. Injury at School**

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

#### **B. Illness at School**

If a student becomes ill during school, he or she is to request a pass to come to the office. The school staff will call the parents if it is determined that the student needs to go home. The student is not to call home. Parents will be notified and expected to pick up their children when they are running a temperature of more than 99.9 degrees. The student must be free of a fever, vomiting, or diarrhea for at least 24 hours before returning to school.

### **C. Medication Policy**

1. All prescription medication must be taken to the office and will be stored in the sick room. Prescription medications must be in the original physician's or pharmacy's container, labeled with the physician's name, the student's name, the name of the medication, the amount to be given, the time to be given, and the duration the medication is to be taken. Pharmacies will often give duplicate containers on request so that parents can send only the amount needed at school to the school.
2. All over-the-counter medication must be taken to the office and will be stored in the sick room. It also must be in the original container.
3. Parents must sign a permission slip for all medications. Information should include the name of the medication, dosage, time, and condition for which the medication is needed.

### **D. General Guidelines for Various Conditions**

1. Please keep your child home when he or she is ill, for his sake and for the sake of others.
2. If a student has a temperature above 99.9 degrees, has vomiting, diarrhea, or excessive coughing in the morning, he or she should be kept at home. The student must be free of a fever, vomiting, or diarrhea for at least 24 hours before returning to school.
3. Students that have "pink eye" (conjunctivitis), strep throat or other contagious conditions must be treated with antibiotics for at least 24 hours before returning to school.
4. In making the determination to exclude a student from school due to the presence of a rash, communicability to others is a primary consideration. A visit to the doctor may be necessary to determine if a rash is contagious. Students referred to a physician for determination of communicability must have a physician's note that clears the student to return to school prior to or at the time of return to school.
5. Parents are notified if their child is found to have head lice and students with lice will be sent home. A child cannot attend classes until treatment has been administered and no nits are present. In severe cases a certificate from the family doctor may be required.
6. Cuts and open wounds should be covered for the student's protection as well as the protection of others. If wounds are draining or wounds cannot be covered, parents may be asked to keep the student out of school until the wound can be safely covered or cared for. On occasion, a visit to a physician is necessary to determine communicability of the wound. Students referred to a physician for determination of communicability must have a physician's note that clears the student to return to school prior to or at the time of return to school.

### **E. Immunization Policy**

1. The immunization policy follows the codes and laws established by the State of Indiana.
2. Parents or guardians must provide the school with documentation of immunization and students must be current with immunization. Documentation of immunizations consists of submitting a photocopy of the student's immunization records. This can be submitted to the office or directly faxed from your physician's office or from a previous school.
3. Indiana law provides exemption to immunization for religious or medical objection. A religious exemption requires a written statement signed by the parent objecting to each

immunization. A medical exemption requires a physician signature recommending the exemption based on a medical condition.

4. Exemption forms are available in the school office and must be renewed each school year prior to the first day of school.
5. If your student requires a catch-up schedule, please see the school office to coordinate spacing and scheduling of immunizations.

**F. Head Injuries and Concussions**

Any head injury will result in an immediate phone call to the parents explaining the situation and current symptoms. Please note that EMS will be called at any time if the office staff deems that necessary.

## VIII. OTHER POLICIES AND FORMS

**A. Non-Discrimination Statement**

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

**B. Acceptable Use Policy for Students**

The guiding principle for the use of technology and networks of Granger Christian School should always be for the purposes intended by the ministry, and in a manner that glorifies the Lord Jesus Christ. (I Corinthians 10:31 "...whatever you do, do all to the glory of God." Colossians 3:17 "And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.") Students are not allowed to use any computers or computer devices (GCS owned or personally owned) until they have read the Acceptable Use Policy (AUP) and have turned in an AUP User Agreement Form for the current school year. The Agreement Form must be signed by both the student and his/her parent or guardian.

1. Personal Safety
  - a. You will not post contact information (e.g., address, phone numbers) about yourself or any other person.
  - b. You will not agree to meet with someone you have met online without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to school authorities immediately.
2. Privacy
  - a. Email is not guaranteed to be private. Network or other computer use, or storage areas are and will be treated as school property. Computers, files, and communications may be accessed and reviewed by administrative personnel.
  - b. You will not post private information about yourself or another person.
3. Respect for Others

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message (unless you need to disclose illegal, inappropriate, or harassing language to your teacher).
  - b. You will not post or type information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
  - c. You agree not to send hate mail or messages.
  - d. You will not harass another person by a persistent action that distresses or annoys another person, and you must stop if asked to do so.
4. Inappropriate Language and/or Content
- a. On all uses of the Internet and your device, whether in application to public or private messages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
  - b. You will not use the computer system to access material that is profane or obscene (pornography), or that advocates illegal acts, violence, or discrimination toward other people.
  - c. If you mistakenly access inappropriate information, you should immediately tell your teacher or another staff member. This will protect you against a claim of intentional violation of this policy.
  - d. Your parents should instruct you if there are additional materials they think would be inappropriate for you to access. The school fully expects that you will follow your parents' instructions in this matter.
5. Internet Access
- a. You may not make use of anonymous proxy servers or sites to bypass filtering.
  - b. You may not make use of remote access to a personal computer or device for obtaining unrestricted Internet.
6. System Security
- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no circumstances should you give your password to another person.
  - b. You shall not purposely give out your password to anyone else. You will keep your password secure by not telling it to others, by not writing it somewhere that someone else can come upon, and by not creating a password that is easily guessed. By default, any GCS-provided password is your student ID, which is an acceptable unique password.
  - c. You agree not to purposely attempt to obtain the password of another or log on with another member's account.
  - d. You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
  - e. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.
  - f. You will avoid the inadvertent spread of computer viruses when downloading software.
  - g. You shall not intentionally download any viruses or attempt to circumvent anti-virus protection programs, or intentionally attempt to degrade or disrupt the school computer.

- 1) You agree to use extreme caution when opening email attachments received from unknown senders, which may contain viruses, email bombs, or Trojan horse code.
  - 2) If you believe you can identify a security problem on the Internet or other computer program, you must notify a system administrator or teacher. Do not demonstrate the problem to other users.
  - 3) Do not use another user's account or share your account. Doing so will result in the loss of privileges for both parties.
- h. Respecting Resource Limits
- 1) You will use the system only for education and career development activities and limited, high-quality, self-discovery activities.
  - 2) You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately transfer the file from the system computer to your personal computer.
  - 3) You are responsible for obtaining permission for personal printing and paying the appropriate costs. Parents shall be ultimately responsible for all such costs. Parents should make sure their children understand the costs of printing unnecessary material.
  - 4) You will not post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to a large number of people).
  - 5) You will subscribe only to high-quality discussion group mail lists that are relevant to your education or career development.
  - 6) You will not use the computer system or your device for commercial activities, product advertising, political lobbying and extensive personal use.
  - 7) You must obtain permission from the supervising staff member or teacher before downloading large files or installing programs to a computer.
  - 8) You may not use the school network to participate in live public chat rooms.
- i. Illegal Activities
- 1) You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's account number or accessing another person's files.
  - 2) You will not use our system to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
  - 3) You shall not transmit or knowingly receive any materials in violation of any United States, State of Indiana or school regulation, policy or law. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, pornographic, obscene, or profane material, materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory material or material protected by trade secret.
- j. Accountability
- 1) Students knowingly violating the terms of this policy or agreement will be dealt with according to the student discipline policies of the school, and such activities may result in the termination of their account/access and/or expulsion from school.
  - 2) Students and parents agree to cooperate with the school in the event of the school initiating an investigation of a student's misuse of his or her access to the

computer network and Internet, whether that use is on a school computer or on another computer outside the school's network.

- 3) The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his or her actions in accessing and utilizing the school's computer resources.
  - 4) Students are responsible for any material they produce.
  - 5) Students will not plagiarize works that are found on the Internet. Plagiarism is taking the ideas and writings of others and presenting them as if they were yours.
  - 6) Students will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether you can use a work, you should request permission from the copyright owner. Direct any questions regarding copyright law to a teacher.
- k. Liability
- 1) Students and parents agree to hold Granger Christian School and its employees harmless from all loss, costs, or damages resulting from the use authorized under this agreement, including, but not limited to, any fees or charges incurred through purchases of goods or services by the user over the electronic network.
  - 2) The school makes no guarantee that the functions or the services provided by or through the system will be error free or without defect. The school will not be responsible for any damage you may suffer, including, but not limited to, loss of data, interruptions of service, or computer viruses. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising from the unauthorized use of the system.

### **C. Consequences for Failure to Observe This Agreement:**

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

The range of consequences for misuse is as follows:

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

## **Appendix I Homeschool Policies**

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

1. Parents need to follow procedures outlined by the administration to apply for student admission to classes or to participate in co-curricular activities.
2. Home school fees are established by the school board each year.
3. GCS does not loan out testing or curriculum materials to homeschool parents.
4. If there is enough space and adult help, homeschool students may apply to participate in field trips and other special activities. They must provide the following:
  - a. A written permission slip for that activity
  - b. An emergency medical release form on file in the office.
  - c. A signed waiver of liability that will bear the cost of personal injury expense and not hold the school liable for any damages.
  - d. The cost or fee paid for the activity.

## **Appendix II Curricular/Co-Curricular/Extracurricular Conflict Resolution Process**

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

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

### **1. School Events vs. Non-school Events**

School sponsored events or activities take priority over non-school sponsored events or activities. Exceptions may be made to this policy - at the discretion of the administration - for special family or church events. If an exception is not given, the coach or sponsor of the school sponsored event “may” withhold the next event from the student’s participation. Whether or not an exception or consequence is applied, school personnel will focus on continuing to love and support the child, and not pressure the child’s or parent’s decision. The school will follow IHSAA rules, and where it applies, will implement any required consequences.

### **2. School Performances vs. School Practices**

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

### **3. School Performances vs. School Performances**

If a student has multiple “equal” events (i.e. more than one school sponsored performance/game/ event or more than one school sponsored practice/rehearsal) on the same day, they will be excused from one of those activities. In these cases, the student, along with his

or her parents, will decide which event they will attend. It is the student's responsibility to speak directly with both coaches/ teachers involved, well in advance of the conflict date, to inform them of his/her decision.

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

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

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

### **Appendix III PHYSICAL PRIVACY AND SEXUALITY POLICY**

1. Purpose – Considering Granger Christian School's statement of faith and Student Handbook, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of the GCS community of their duties regarding use of restrooms, locker rooms, showers, and any other GCS facilities where individuals may be undressed in the presence of others.
2. Definitions – "Sex" means the biological condition of being male or female as determined at birth. "Member of the GCS community" means any GCS employee, volunteer, student, parent, or visitor.
3. Sincerely Held Religious Belief on Sexuality – GCS's sincerely held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's sex is a rejection of the image of God within that person.
4. Policy – Notwithstanding any other policy, GCS restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex.

In any other GCS facilities or settings where members of the GCS community may be undressed in the presence of others (e.g., changing costumes during school theatrical productions), GCS shall provide separate, private areas designated for use by members of the GCS community based on their sex.

GCS recognizes there may be instances where members of the GCS community experience disparity between their sex and their feelings about their sex or sexual orientation. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. GCS encourages members of the GCS community who are struggling with their sexual identity or orientation to seek help from their pastors and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word.

GCS will always interact with members of the GCS community according to their biological sex. A member of the school community who wishes to express a gender other than his or her God given gender is understood to be rejecting the truth and the image of God within that person.



Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Ephesians 4:15).

A member of the GCS community who openly and unrepentantly rejects his/her sex or God designed sexual orientation, either in or out of school, is rejecting the image of God within that person – behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person’s failure to adhere to his/her commitment to abide by the behavioral standards established by GCS, which is cause for terminating his/her privilege of membership in the GCS community.