

# Granger Christian School

## 2025-2026

### K-12 Student-Parent Handbook



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# I. INTRODUCTION

## A. Mission

Granger Christian School prepares students to impact the world through a Classical 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. Students will grow spiritually
  - a. Accepting Jesus Christ as the Son of God who desires a personal relationship as our Lord and Savior
  - b. Demonstrating God's love while developing spiritual fruit and serving others
  - c. Sharing God's truth through word and deed
  - d. Respecting the dignity and sanctity of all human life
2. Students will be lifelong, self-directed learners
  - a. Setting challenging goals, determining priorities, and organizing responsibilities while maintaining personal and academic integrity
  - b. Thinking critically and creatively solving problems by interpreting, evaluating, and applying information and concepts to real-world issues.
  - c. Recognizing and responsibly utilizing resources to adapt to the changing world
  - d. Seeking God daily and developing God-given gifts and talents for His glory, making disciples, and encouraging other believers to fulfill their calling in Christ
3. Students will be effective communicators
  - a. Exercising critical listening, thinking and reading skills
  - b. Articulating written and verbal ideas clearly and logically
  - c. Utilizing language skills to peacefully resolve conflicts
  - d. Utilizing media to communicate ideas, concepts, thoughts, and the Gospel
  - e. Assertively solving relational problems according to God's plan
4. Students will work collaboratively
  - a. Participating effectively in a variety of leadership and supportive roles
  - b. Recognizing, accepting, and exercising social responsibilities and civic duties
  - c. Collaborating with varied groups of people to accomplish learning goals and complete projects
5. Students will think critically and creatively, supported by Godly discernment
  - a. Approaching the world with intellectual curiosity and solving problems using a biblical worldview
  - b. Learning to analyze, synthesize and logically evaluate ideas

#### **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 Discipline**

This handbook contains information, rules, regulations, and behavioral expectations that support our Classical Christian school mission. We believe biblical principles give instructions for life.

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 specifically 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.”

It is our prayer that, by combining our efforts with the home and the church, students will understand and uphold the expectations of Granger Christian School in order to glorify God in all that they do.

## II. GENERAL INFORMATION

### A. Conflict Resolution Procedure

We encourage all to follow the principle from Matthew 5 and 18. When a problem arises, please speak directly to that individual. Keep the circle of information and concern as small as possible. If the problem is not resolved after one attempt, please contact an administrator for assistance (Head of School, Academic Dean, Counselor, Classical Coordinator, Athletic Director).

### 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. Drivers should remain in your car in the car line. Pull up as far as you can so children can get into cars quickly.
2. Please refrain from cell phone use while in the car line.
3. Keep pets inside vehicles.
4. Refrain from parking and leaving your vehicle in front of the school side-walk at any time.
5. Keep your speed to 15 mph or below.
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 their vehicles.
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. Violators of listed rules or involved in unsafe vehicle operation 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. You do not need to sign up. We input numbers upon registration. Local news and social media will also be used.

#### **G. Lockers**

1. Each secondary student is assigned a locker. Many do not use locks. It is optional.
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 (unlocked).
4. We maintain the right to open any locker if necessary.
5. Students will be assessed a fee for any damage to a locker.
6. **Lunches must be stored in student lockers/bags, not in the locker room/restroom.**

#### **H. Lunchroom/ Snacks/ Nut Free School Policy**

1. For the safety of some of our students, GCS is transitioning to a **PEANUT AND TREE NUT FREE FACILITY**. We understand this can be a hard acclimation and we appreciate all families' willingness to help us keep all students safe. In lieu of this, please do not send food containing peanuts or tree nuts in student lunches. Only send classroom treats that are nut free.
2. 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.
3. 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.
4. Students must clean up their own food area.
5. Students should remain in the lunchroom for the entire lunch period and must have permission from staff on duty to go to the restroom.
6. If a student forgets his/her lunch, the parent will be contacted to bring it. If the parent is unavailable, the student will be provided a Mac-n-Cheese cup.
7. **Birthday treats should be arranged with classroom teachers in advance. (Nut Free)**

## **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.
  - b. 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.
  - c. All students have Chapel every Wednesday. Elementary students will have daily chapels. Secondary students will have daily homeroom devotionals.
2. Missions, Ministry and Service Projects: Students at all levels are encouraged to participate in missions and ministry. Days will be scheduled throughout the school year for students to serve together as a school community.

## **J. Student Cell Phones (any portable wireless device)**

As per Indiana law, student cell phones may not be used on campus during the school day, from arrival time to car-line. If a cell phone is on campus, it must be turned off/silenced and put away - not on the person - in a locked locker, or stored in a backpack or vehicle. Cell phones should never be taken into or used in the restroom/locker room. Taking or showing photos or other material on one's phone is strictly prohibited unless a student has direct permission from a teacher. Furthermore, the use of smart watches or any device that can access the internet is forbidden. A smart watch on "school mode" is acceptable but after one offense, this privilege is lost. There will be no phone use/electronics allowed in the aftercare program.

Violation of this policy will result in the following:

- 1st offense: Lunch detention, confiscation of device (to be retrieved by a parent) along with a letter reminding of school policy.
- 2nd offense: After School Detention, confiscated device and parent contact.
- 3rd offense: Mandatory Conference with Head of School and parents. Penalties will include either in-school suspension or other punishments as determined by the Head of School.
- Any device-related issue beyond the 3rd offense will result in loss of privilege to have a phone on school property for the remainder of the school year.

Cell phone usage after school hours at extracurricular events will be determined by the staff/faculty on a case by case basis. Students are expected to uphold Godly behavior regarding all cell phone use whenever on school property or involved in school activities/teams.

Incoming phone messages will be taken through the office 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.

#### **K. 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 the semester. **It is highly recommended that all items be labeled with the student's name: gym shirts/shorts/shoes, coats, hats, book bags, lunch boxes, reusable water bottles, etc.**

#### **L. Emergency Guidelines and Drills**

GCS regularly conducts emergency drills covering fire, weather and lockdown situations 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.

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 during a lockdown. Parents will be notified via automated text message (Bright Arrow) if necessary.

During school hours, all outer doors are locked. Visitors must be let into the office by staff. The office monitors hall and door cameras throughout the day.

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

The school office must have a completed field trip permission and medical release form for the student to attend a field trip. Parent chaperones must have a background check on file with the office. These forms can be obtained from the office. Please allow one week turnaround time. 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 a child 8 and under must be properly restrained in a child safety seat or booster seat. Any child 12 and under must sit in the back seat.
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.

#### **N. Parent Volunteers**

Parent volunteers are a very valuable resource, an important way for parents to 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 criminal background check through the school. This can take 1-2 weeks to return to us - so do it early!

## **O. 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. If a parent is interested in volunteering or having lunch with their child throughout the year, please stop by the office to complete a **background check form** ahead of time. Approval can take up to a week so please plan accordingly.
- c. Visitors include but are not limited to custodial parents, legal guardians, out-of-town relatives 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.
- d. Alumni and former students may not visit during any part of the school day unless approved by the Head of School.
- e. Adult visitors are expected to dress appropriately.
- f. All visitors must have a background check on file and go to the office first to sign in and pick up a visitor badge. They 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. This will be arranged on an appointment basis through the school office.

## **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 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 vacation absences of one or two days, please notify the teachers and the front office **two weeks** prior to the start of vacation. Those who wish to use their allowed days for family vacations of 3 or more days must request an *Extended Absence Form*. Please see “Extended Absences Policy” below. Note: Vacation days are counted towards the 10-day limit on absences per semester because direct instruction is missed.

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 teacher(s), 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.

- a. Missing numerous days of classroom instruction is detrimental to a student’s learning. Teachers will do their best to accommodate classroom assignments. However, without direct instruction, some assignments will be missed.
- b. If notice is not provided two weeks in advance, homework will not be available and the student will receive a zero for each missed assignment.

### D. Unexcused Absences

An unexcused absence is an absence that the school does not consider legitimate, when the student has reached probationary status due to excessive absenteeism or tardiness or when the school’s attendance policy has otherwise 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. Repeated instances of sleeping-in, alarm didn’t go off, etc.
4. Discipline which removes a student from the classroom, such as in-school suspension and out-of-school suspension.
5. Skipping a class (including field trips), 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 be put on probation,

may not receive credit for the semester's course work and/or risks not being promoted to the next grade if allowed to continue in attendance.

1. 5 days missed in one semester = letter to parents
2. 8 days missed in one semester = 2nd letter to parents
3. 10 days missed (2 weeks of school instruction) = conference with Head of School, Counselor and parents, discipline and/or probationary plan to be determined.
4. In cases of extended illness or injury, an appeal may be made to the Head of School.

#### **F. Reporting Absences**

Please report absences by contacting the school office by **8:30 AM** at 574-272-5815 or emailing [attendance@grangerchristian.org](mailto:attendance@grangerchristian.org). Please provide a reason 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 while 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 this occurs.
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 = expulsion 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 any 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. If a student reaches 8 tardies in one semester - conference with Head of School, Counselor and parents, discipline to be determined.
6. 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.

7. Excessive tardies will not be tolerated. Ten or more in a semester will put a student on probation with the possibility of expulsion. Students driving themselves may lose this privilege. **Being punctual displays integrity, responsibility, and respect.**

## IV. ACADEMICS

### A. Textbooks and Planners

1. GCS textbooks are provided for students. All textbooks, consumable and non-consumable, are and remain on the property of the school, other than for homework purposes. Students are responsible for these books and should never loan them to peers. A textbook that is damaged beyond normal use will result in fines or replacement costs being passed on to the student.
2. Sixth through ninth grade students will be provided with a planner (assignment notebook) to assist with developing organizational skills. Keeping an updated record of daily assignments in this planner is mandatory for these grades. Planners will be available for 10th-12th grade students to purchase for \$5.00. If a 6th-9th student loses his planner, he will be responsible for purchasing a new one from the office within 5 school days.

### 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 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

The primary purpose of homework is to reinforce, not to teach, new material. The total amount of homework should not exceed more than ten minutes per grade up through 6th grade. For 7th/8th the average should be 20 minutes per class, while high school should average no more than 30 minutes per class. Homework reinforces the lessons covered in class and assists and improves learning. It strengthens skills and understanding gained in the classroom. Homework allows teachers and students to cover more content and to foster

student initiative, independence, study habits, and responsibility. Tests and projects are often weighed more heavily than a daily assignment. 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 his/her work. Parents are expected to help their child establish good study habits. The following principles will be observed regarding homework:

1. 6th-9th students must keep an updated record of assignments in their planner. Parents can check their child's planner daily to ensure assignments are recorded and completed. This accountability helps children develop personal responsibility.
2. All homework assignments are due at the beginning of the class period.
3. If a student is absent, it is his/her responsibility to find out what he/she missed.
4. Parents are encouraged to contact teachers regarding any problems their student is experiencing in completing assignments on time.
5. Homework will not be assigned on Wednesdays (and due the next day) or over extended holiday vacations.

#### **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. At teachers discretion, partial credit may be given for late assignments up to, but not exceeding 3 days late. After this point, assignments still need to be turned in but credit will not be given.
3. 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.
4. 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 general grades through RenWeb. They are updated on a regular basis.
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.



Quality Descriptors for Elementary Academics		
4.0	Exceeds year-end grade level expectations, advanced	
	3.5	in addition to 3.0 partial success at 4.0
3.0	Meets year-end grade level expectations, mastered	
	2.5	In addition to 2.0 partial success at 3.0
2.0	Approaching year-end expectations, developing	
	1.5	Partial success at 2.0
1.0	Below year-end grade level expectations, area of concern	

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. KNIGHTS Award**

Each year one elementary student will receive the KNIGHTS Award voted on by the elementary teachers. This student will model the character traits of the KNIGHTS acronym: Kind, Noble, Integrity, Grateful, Honorable, Trustworthy, Scholar

**J. Character/Virtue Recognition Certificates Kindergarten – 12th**

Certificates are presented to students at the end of the year at separate elementary and secondary awards ceremonies.

**K. 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).

**L. Secondary Academic Probation**

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

1. If a student is receiving 2 D's or an F half-way through a quarter, teachers are responsible for notifying the student's parents, any extracurricular coaches and the Head of School. Temporary suspension from these activities will take place until the grade is brought up. If 2 D's or one F are received at the end of a quarter, the student will be ineligible from extracurricular activities in the following 9-weeks. Plans for improvement and/or exceptions can be made with the Head of School.
2. A student with 2 D's or an F will be placed on *Academic Probation* at the end of the quarter. This probation will be in place until the end of the next quarter.
3. The student will have an academic improvement plan with goals for the following grading period that must be met by the mid-way point and the end of the following grading period. A follow-up meeting will occur in the following grading period, so that the Head of School and family can discuss improvements made and how the student can

maintain good academic standing. If plans are not met, enrollment for the following year will be up for consideration.

#### **M. 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.

To ensure students have a solid foundation in reading before being promoted to fourth grade, SEA1 2024 prohibits third grade students from being promoted to fourth grade if they do not pass IREAD after multiple test administration opportunities. Parents will be notified if a student does not pass and is in need of further remediation and testing.

#### **N. Withdrawal from Granger Christian School**

To properly withdraw from school, parents must notify the front office. A withdrawal form will be issued to parents. 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 parent 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 are responsible for the entire years' tuition unless they are moving the student more than 50 miles from the school.

#### **O. 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.

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

1. mClass DIBELS--K-2nd
2. IREAD--2nd/3rd
3. ILEARN and Checkpoints--3rd through 8th
4. PSAT--10th/11th
5. SAT School Day--11th
6. WIDA--English Language Learners

#### **Q. 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.

- 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.

#### R. Internships or Work Studies

- Students interested in an internship or work experience for high school credit during school hours must fill out an *Application*.
- 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.
- 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.
- Employers may be contacted to verify employment, or students may be asked to submit their timesheet for review and approval.

#### S. Granger Christian School Graduation Requirements

	College Prep Diploma	Academic Honors Designation**
Bible	8 Credits/4 Years	
	*Students are required to take a Bible class for every semester they are enrolled at GCS*	
English	8 Credits/4 Years	
	English 9	
	English 10	
	English 11	
	English 12	
Math	8 Credits/4 Years	
	Algebra I	
	Algebra II	
	Geometry	
	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.*	
Science	6 credits/3 Years	
	Biology	
	Chemistry	

	Physics	
Social Studies	6 Credits/3 Years	
	World History	
	US History	
	Government & Economics	
Foreign Language	4 Credits/2 Years	6 Credits/3 Years
	Same Language	Same Language (or 8 credits in 2 languages)
PE/Health	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	
Fine Arts	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)		
**Additional Requirements for Academic Honors Designation**		
- 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	

Note: The IDOE provides additional pathways to graduation. If you would like to learn more, please visit: <https://www.in.gov/doe/files/Grad-Pathways-Flyer.pdf>

## V. Student Behavior/Discipline/Dress Code

Granger Christian School strives to provide a well-rounded, Christ-centered classical education to students and a Godly example to the community. Therefore, lifestyle is an important consideration. Students enrolled at GCS and the staff members who work here are representatives, and agree to abide by the virtues of the school. Godly Discipline is teaching. School consequences may be applied for behavior that occurs on or away from school property - even outside of the school day if said behavior impacts students or the school in some way. (i.e. online bullying, social media posts, lying, cheating, stealing, substance abuse.)

### A. Behavioral Expectations: Integrity, Responsibility and Respect

Students at Granger Christian School are encouraged to always do their *personal best* for *God's glory* and the good of those around them. Specifically, they are expected to behave with integrity, responsibility and respect. *These virtues make a student ready to learn* and contribute positively to a safe, peaceful, growth-oriented school environment. They also undergird our classroom management and disciplinary system. Any behavior that goes against these basic expectations will be subject to Godly correction.

#### 1. I choose to behave with INTEGRITY.

- a. I am truthful and trustworthy (*Proverbs 12:22, Luke 16:10, 1 John 3:18, Ephesians 5:11*)
- b. I follow school rules, directions and procedures (*Proverbs 19:20*)
- c. I do the right thing even when no one is watching (*Proverbs 11:3, Titus 2:7*)

#### 2. I choose to behave RESPONSIBLY.

- a. I exhibit self-control (*2 Timothy 1:7, Proverbs 16:32, James 1:19*)
- b. I complete and turn in homework, class assignments and important papers on time (*Proverbs 18:9*)
- c. I use class time wisely (*Proverbs 12:24, Colossians 4:5, Proverbs 15:9*)
- d. I take initiative and can work independently (*Galatians 6:5, Proverbs 6:6-8*)
- e. I am responsible for my own learning and seek help when I need it (*James 4:17*)
- f. I work neatly to the best of my ability (*Colossians 3:23*)
- g. I am on time to school and classes (*Proverbs 6:9, 21:5 and 24:30-34*)
- h. I am organized, keeping track of assignments and papers, maintaining a clean environment (*1 Corinthians 14:40*)

#### 3. I choose to behave RESPECTFULLY.

- a. I treat others with honor and kindness (*Ephesians 4:32, Luke 6:31, 1 Peter 3:8-12*)
- b. I speak when appropriate and stay silent when expected (*Titus 2:7-8, Ephesians 4:29, Proverbs 13:3, Psalm 34:13*)
- c. I humbly submit to authority without argument (*Hebrews 13:17, Titus 3:1*)
- d. I am flexible and cooperate with others (*1 Corinthians 12:12, Romans 15:5-6*)
- e. I show compassion for others' thoughts, feelings and circumstances (*Philippians 2:4, 1 Corinthians 10:24*)
- f. I support and sharpen others, not slander nor tear them down (*Proverbs 27:17, 1 Thessalonians 4:11-12 and 5:11, Galatians 6:2 and 10, 1 John 3:16-18*)
- g. I treat all property with respect (*Matthew 25 - Good Stewardship, Luke 16 - Wasteful Manager*)
- h. I am an active listener (*Philippians 2:5, James 1:19*)
- i. I accept constructive criticism and correction (*Proverbs 15:31, 11:2, 12:15, 19:2*)

## **B. Discipline may include the following:**

1. Loss of free-play at recess replaced by walking laps, work detail on the GCS property.
2. Mediation, problem solving, skill building meeting with the counselor.
3. 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. It is their responsibility to go directly to the detention area - not wait to be told.
4. After school detention - often involving Biblical research and essay writing on the area in need of growth. After 5 lunch detentions in a semester, detentions may be moved to after school with scripture meditation assignments.
5. Supervised work projects around school grounds after school or on weekends.
6. 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.
7. Other discipline as prescribed by an individual teacher's behavior management plan.
8. Parent Shadowing – Parents may be assigned a one to three-day shadowing of their child for the entire school day.
9. 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.
10. 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, a specific behavior plan, etc at the discretion of the Head of School. The length of probation will also be up to the discretion of the administration depending on the infraction.
11. 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 making behavioral choices 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.

## **C. Pass Period/Hallway Behavior**

1. No students in the cafeteria during passing periods.
2. No eating in the hallways or restrooms.
3. No running, jumping, or behaving dangerously in the hall or on the stairs.
4. Students must remain in halls assigned to elementary/secondary.
5. Front restrooms across from the office are for elementary student use only during school hours.
6. Students must be respectful of others and other classes while in the hallway.
7. Students may not use the elevator.

## **D. Dress Code**

We dress to honor Christ with a modest and neat appearance. (Hebrews 13:17, 1 Samuel 16:7, 1 Peter 3:3-4) Granger Christian School students will be wearing uniforms for the 2025-2026 academic year. We desire to create a culture of unity and professionalism with uniforms. Communally, wearing a uniform should be an honor, creating a corporate sense of

purpose and mission. Specifically, the school asks that everyone consider others before they consider themselves. By being obedient to the dress code you are serving the entire community and sometimes sacrificing your own taste and wishes. These internal qualities become external and visible with the proper adornment contained in the schools dress code. Please see the school website for ordering gym uniforms (4th-9th), monogrammed shirts, and various uniform and spirit-wear items. Non-monogrammed items may be purchased at the retailer of your choice. For details and samples see our website under *Dress Code*.

If a child comes to school dressed improperly and is unable to rectify the issue himself/herself, the parent will be asked to bring a proper change of clothing. If the parent is unavailable and a proper change of clothing can not be found, the student may be kept in the office for the remainder of the day. **The dress code is in effect for all school days, for field trips and for all school- sponsored events.**

**1. Hair/Jewelry/Tattoos**

- a. Boys' hair cannot be in the eyes. Earrings or other body piercings are not allowed.
- b. Girls: Pierced ears are acceptable. Body piercing, excessive jewelry, and excessive make-up are not allowed. (Nothing distracting self or others from learning or drawing excessive attention to oneself.)
- c. All: Hair color must be predominantly natural color. Sparse highlights are permissible. Tattoos are not permitted. If a student is admitted with tattoos, they must be completely covered at all times.

**2. Outerwear:** Cardigans, fleece, sweater (quarter-zip or regular pull over, crewneck) in red, black, grey or white are acceptable. No hoodies. Small logos, no larger than a business card, are acceptable on clothing. No baggy or greatly oversized clothing.

**3. 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.

**4. Gym Clothes:** All students participating in P.E. (K-9th) must keep a pair of athletic shoes with a non-marking sole at school. Students in 4th and 5th are strongly recommended but not required to purchase a uniform. Otherwise, they need to bring a pair of shorts and a T-shirt. Plain T-shirts only. No graphics. Students in 6th-9th must purchase P.E. uniforms through the GCS website (dress code "shop").

**Elementary Girls**

Shirts/Tops

Color: red, black, white and grey (undershirts can be white or black)

Style: polo (long or short sleeve) or button down. Shirts may be untucked.

Note: The shirt for Chapel on Wednesday must have the school logo monogrammed.

Pants/Shorts

Color: black or khaki

Style: Straight front, belt not required. (No leather or spandex)

Shorts Length: No more than 2" above the knee.

Note: No cargos, jeans, joggers, skinny fit, or sweats



Skirts, Jumpers, or Dresses

Color: black, red, or khaki

Style: Polo dresses, rompers, jumpers, or skirts. (No leather or spandex)

Length: No more than 2" about the knee.

Note: Biker shorts must be worn underneath at all times. Black leggings may be worn under a dress of any length.

Shoes and Socks

Color: primarily black, grey, white or brown

Style: Dress shoes, casual dress shoes, athletic (within color guidelines)

Note: No crocs, flip flops, or backless shoes

Socks: solid grey, black or white (tiny logos acceptable)

**4. Elementary Boys**

Shirts/Tops

Color: red, black, white and grey (undershirts can be white or black)

Style: polo (long or short sleeve) or button down. Shirts may be untucked.

Note: The shirt for Chapel on Wednesday must have the school logo monogrammed.

Pants/Shorts

Color: black or khaki

Style: Straight front, belt not required.

Shorts Length: No more than 2" above the knee.

Note: No cargos, jeans, joggers, skinny fit, or sweats

Shoes and Socks

Color: primarily black, grey, white or brown

Style: Dress shoes, casual dress shoes, athletic (within color guidelines)

Note: No crocs, flip flops, or backless shoes

Socks: solid grey, black or white (tiny logos acceptable)

**5. Secondary Girls**

Shirts/Tops

Color: red, black, white and grey (undershirts can be white or black)

Style: polo (long or short sleeve) or button down. Shirts may be untucked.

Note: The shirt for Chapel on Wednesday must have the school logo monogrammed.

Pants/Shorts

Color: black or khaki

Style: Straight front, belt not required. (no spandex or leather)

Shorts Length: No more than 2" above the knee.

Note: No cargos, jeans, joggers, skinny fit, or sweats

Skirts, Jumpers, or Dresses

Color: black, red, or khaki

Style: Polo dresses, rompers, jumpers, or skirts. (No leather or spandex)

Length: No more than 2" about the knee.

Note: Biker shorts must be worn underneath unless the skirt is below the knee. Black leggings may be worn under a dress of any length.

Shoes and Socks

Color: primarily black, grey, white or brown

Style: Dress shoes, casual dress shoes, athletic (within color guidelines)

Note: No crocs, flip flops, or backless shoes

Socks: solid grey, black or white (tiny logos acceptable)

## 6. Secondary Boys

### Shirts/Tops

Color: red, black, white and grey - *must be tucked in with a black or brown belt.*

Style: polo (long or short sleeve) or button down. (undershirts white or black)

Note: The shirt for Chapel on Wednesday must have the school logo monogrammed.

### Pants/Shorts

Color: black or khaki

Style: Straight front, black or brown belt required

Shorts Length: No more than 2" above the knee.

Note: No cargos, jeans, joggers, skinny fit, or sweats

### Shoes and Socks

Color: primarily black, grey, white or brown

Style: Dress shoes, casual dress shoes, athletic (within color guidelines)

Note: No crocs, flip flops, or backless shoes

Socks: solid grey, black or white (tiny logos acceptable)

## V. STUDENT ACTIVITIES

### A. Athletics

1. Granger Christian offers various athletic opportunities (soccer, basketball, volleyball, lacrosse, etc.)
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 and details for athletes can be found in the Athletic 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. 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.

4. The juniors and their sponsor are responsible for overseeing the preparations and program for the prom, although the Head of School has final approval.
5. Students are encouraged to come as a group of friends. One needs not have a “date” to attend.

#### **D. 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.

#### **E. Senior Trip**

The purpose of the senior trip is to continue the student’s educational experience in the following 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.

#### **F. 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.

### **G. Extracurricular Activity Eligibility**

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

## **VI. 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. At no time should a student have any medication on their person or in their bag/locker unless medically necessary such as an epi-pen or inhaler.
4. Students should never share any medication, prescription or otherwise, with another student.
5. 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. Students should stay home when ill, for their sake and that of peers and staff.
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 who 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.

## **VII. 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 that 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 view it, and by not creating a password that is easily guessed. By

default, any GCS-provided password is your student ID, which is an acceptable unique password.

- 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 - even with siblings. 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 Acceptable Use Policy for students, including possible suspension and/or exclusion.
4. Criminal prosecution or civil penalties.

## **Appendix I Homeschool Policies and Information**

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.

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GCS is happy to offer homeschool participation in our Wednesday electives, grades 6-12. These courses meet once a week (Wednesdays) in various time blocks. Each course is a semester long. **Cost :** \$300/course (approximately 15-16 classes total) + Class Supply Fees (TBA) + Admin Fees\* A student signing up for 3 classes will receive a \$200 discount. All homeschoolers registering for courses must pay a one time administrative fee of \$30. Any homeschooler who has registered with sports is exempt and any future courses do not have this fee.

## **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 IHSA rules, and where it applies, will implement any required consequences.

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

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

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

If a student has multiple “equal” events (i.e. more than one school sponsored performance/game/ event or more than one school sponsored practice/rehearsal) on the same day, they will be excused from one of those activities. In these cases, the student, along with his or her parents, will decide which event they will attend. It is the student’s responsibility to speak directly with both 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.

**“My command is this: Love each other as I have loved you.” John 15:12**

### THREATS DEFINED

A threat constitutes any expression of an intention to inflict pain, harm or punishment; an indication of impending danger or harm to people or their environment. A threat can be a one time event or a series of suspicious expressions. **Granger Christian School takes all threats seriously, investigates immediately and responds swiftly with no tolerance for threats.**

### BULLYING DEFINED

Bullying is deliberate, ongoing harassment of a person or group by another. It involves a pattern of targeted negative behavior. **Granger Christian School has no tolerance for such behavior.** Any occurrence will be dealt with swiftly by GCS faculty and administration.

### WHAT DOES NOT CONSTITUTE BULLYING

Occasional childhood teasing, not being chosen for a team or project, preferring not to hang out with someone, non-denigrating playfulness, not talking to someone, asking for personal space or to be left alone, choosing to have more than one friend or spend time with different people, unintentional unkindness/disrespect due to lack of knowledge, etc.

### FOUR TYPES OF BULLYING

Any pattern of behavior meeting the above definition of bullying and falling into one or more of the categories below:

1. **Physical:** hitting, shoving, kicking, biting, slapping, pinching, blocking, tripping, pushing, unwanted/inappropriate touching, mean/disrespectful gestures, stealing/destroying/messing with property
2. **Verbal:** name calling, insults, excessive teasing, intimidation, sexual or racist remarks, taunting, threatening, body shaming, crude/disrespectful joking
3. **Social:** lying and gossiping, spreading rumors, deliberate exclusion, telling others not to be friends with someone, public humiliation, damaging someone's social reputation, sharing private information without permission
4. **Cyber:** posting/sending anything hurtful/harmful/inappropriate/humiliating/slandorous on social media/email/text etc., online threats or intimidation, using someone's log-in, deliberate exclusion, spreading rumors/personal information/gossip, sharing inappropriate photos or videos targeting the person

**This list is not all inclusive, but rather, is intended for general understanding.**

## PROCEDURE FOR DEALING WITH A REPORTED / OBSERVED OCCURRENCE

Due to bullying being an ongoing, bigger issue than a one-time or small behavioral infraction - any allegation of bullying, as defined above, must be brought to the attention of the Head of School or School Counselor.

1. **Start with prayer.**
2. **Acknowledgment of the allegation** of bullying and initial assessment of student safety must take place within 1 school day of the report.
3. **Detailed investigation** must be undertaken in a timely manner and should be carried out in a way to minimize risk of escalation.
4. **Speak to all parties individually** and record in writing what is reported: Victim(s), Accused Offender(s), Bystanders (be sure they are not reporting second-hand gossip). Establish facts of the situation to hold all accountable for actions or inaction.
5. **Briefly document incidents** on Elementary or Secondary Behavior Chart in Google Drive. The Counselor will maintain any detailed documentation of interviews and interventions in his/her office.
6. **All staff that supervise students involved will be appropriately informed** in order to watch for and help prevent future occurrences.
7. **Parents of victim(s) and accused will be informed** throughout the process and may be invited to be present during discussions. In some cases this may apply to parents of bystanders also.
8. **Bullying incidents will be followed up** and students monitored to ensure it is resolved satisfactorily. **Granger Christian School will take serious disciplinary action in cases of retaliation.**

## RESPONSIBILITIES

### Students

- Ask the offending student to stop
- Report situation to staff, parents or another responsible adult.
- If aware of or suspecting another student is being bullied, report it to a teacher, the Counselor or the Head of School. It is best to do this in person for timely investigation.
- Take appropriate steps to discourage or prevent bullying.
- Be willing to resolve bullying situations through apologizing, forgiving, changing behavior, making amends, etc.
- Please report any alleged incidence of continuation or retaliation to your teacher immediately. Granger Christian School takes serious disciplinary action in such cases.

**Parents**

- Parents are encouraged to oversee their child(ren)'s online activity and to have regular open conversations about how their child is doing.
- Help your child(ren) understand what is, and is not, bullying.
- Take seriously any concern your child(ren) shares regarding potential bullying situations and please report them to the Teacher, Counselor or Head of School.
- Accept that the "whole story" may contain confidential information the school investigator is unable to openly share about another student/family. Situations can be quite complex. Please trust the school to resolve school-related bullying and to keep you informed every step of the way.
- Parents unsatisfied with actions taken are welcome to speak with the Head of School.
- Please report any alleged incidence of continuation or retaliation to the Head of School or Counselor immediately. Granger Christian School takes serious disciplinary action in such cases.

**Staff**

- Teachers will spend time at the beginning of the year teaching what bullying is and is not. They will have open discussion with their class(es) about our policy and expectations so students have a clear understanding.
- Non-teaching staff should refer all allegations of bullying to the student(s) teacher. The teacher will determine whether an alleged incident is isolated or an ongoing pattern of behavior (bullying).
- Teaching staff should refer allegations of bullying to the Head of School or Counselor for investigation within one school day.
- All staff take part in follow up and monitoring to ensure the incident is resolved satisfactorily.
- All staff report any incidence of continuation or retaliation to the Head of School or Counselor immediately. Granger Christian School takes serious disciplinary action in such cases.