

4 PARENT/STUDENT HANDBOOK

4.1 ADMISSIONS

4.1.1 Basis of selection of students:

4.1.1.1 At least one parent professes faith in Christ and is in agreement with the school's statement of faith and philosophy. Those making a profession of faith must exemplify it with a lifestyle that honors Christ.

4.1.1.2 Recommendation of Admissions Officer after family interview.

4.1.1.3 Application procedures have been completed.

4.1.2 GICS has a nondiscriminatory policy regarding student admissions. Each spring, currently enrolled students in good standing are offered first considerations for re-enrollment until a specified date, usually March 31. After that date new applications already received and interviewed will qualify for next considerations. If space is still available new student applications will be processed in the order received.

4.1.3 GICS administrators admit students based on positive statements, orally and in writing, from the student and his/her family regarding agreement with the school's Statement of Faith and code of conduct,. If adequate testing is not available from previous schools or professional testing services, a student may be given any tests the Administrator deems necessary to determine the students academic needs. The cost of testing is covered in the registration fee. If the student is not accepted as a student at GICS the registration fee will be refunded except for a \$25.00 processing fee.

4.1.4 In seventh through ninth grade a board member may be invited to be present at a student/family interview conducted by the Administrator. Students who the interviewer considers rebellious, uncommitted to Christian values, or not desirous of attending GICS will not be accepted. Students who have learning disabilities for which GICS is unprepared to adequately serve may not be accepted.

4.1.5 Grand Island Christian School may deny admission to married students, students expecting a baby or having children, as such, situations tend to create awkward and/or difficult relationships within the student body.

4.2 IMMUNIZATION POLICY

GICS must have on file student's immunization records in accordance with the laws of the State of Nebraska Before the child attends class. Health forms are available in the school office (See Health Records 2.10.3.)

4.3 INFECTIOUS DISEASES

4.3.1 Students will be sent home for illness when the school deems it necessary. As a general rule, when a student has a fever of 100 degrees or above, or exhibits symptoms severe enough to prevent his being in the classroom, the student will be sent home. Since most contagious diseases are communicable during fever stage, students should stay home until free from fever for 24 hours. Parents, please keep students home if they exhibit symptoms of illness.

4.3.2 When a child is sent home because of a suspected reportable communicable

disease, the teacher is to report the circumstances to the school administrator or principal. (Nebraska Law: Rules and Regulations Relating to School health Chapter 3-002)

4.3.3 The name of those individuals with an infectious disease will only be released as necessary or required by law.

4.4 HEAD LICE POLICY (March 2006)

In order to:

- Better control a nuisance condition
- Reduce absenteeism due to head lice
- Involve parents a partners with the school in control efforts:

4.4.1 Children will be sent home from school for live head lice. In the event the child has TWO cases of live lice in a semester he or she will be sent home until free of both live lice and nits (eggs). Nit removal is emphasized for effective management of the condition.

4.4.2 Health office staff will provide written treatment information and instructions, including how to check for and identify head lice.

4.4.3 A child who is sent home from school for head lice *should* miss no more two school days.

4.4.4 A child who has been sent home from school due to head lice must come to the health office for inspection before returning to class.

4.4.5 A child who returns to class with nits (eggs) will be checked again in 7-10 days.

4.4.6 Families are encouraged to report head lice to the school health office.

4.4.7 Individual buildings may perform classroom-wide or school-wide head check as needed in order to control the condition at school.

4.5 ABSENCES

State law requires a school to contact authorities if a student in grades 1-9, has five days of unexcused absences. If a student in grades 1-9 accumulates excessive absences—a maximum of 10 days per semester—the parents will be requested to come to school for a conference. Parents are responsible for contacting the school office by 9:00 a.m. when their child (ren) is going to be absent from school.

4.6 FAMILY VACATIONS

Planned vacations during the school year must be reported to the teacher(s) in advance. Work must be made up in accordance with 4.15.3.

4.7 TARDINESS

When a student is late to class he/she is marked tardy. A pattern of tardiness will require a parent/teacher conference that resolves the problem or disciplinary action will be taken. **Tardiness is a habit that is not beneficial to the student, class, or teacher.**

4.8 SCHOOL AGE

Kindergarten instruction shall be available for children who will reach age 5 by

September 1 of the current school year. The administrator must approve exceptions to the September 1 rule.

4.8.1 GICS shall provide the following instruction annually between July 1 and June 30 for the grades it offers: (a) for elementary grades, the time equivalent to at least 1,032 hours, (b) for high school grades, the time equivalent to at least 1,080 hours, and (c) if kindergarten is provided, the time equivalent to at least 400 hours. When a school is dismissed for any reason such as tournaments or contests, parent/teacher conferences, funerals, parades, and school picnics, time shall not be counted in meeting the 400/1,032/1,080 hour school year requirement. Time scheduled for the school lunch period shall not be counted in meeting the school year requirements. (Rule 14 004.01E)

4.9 STUDENT FILES

4.9.1 Permanent Records—Cumulative folders will be kept in the school office for each student, and will contain information on standardized test scores, health data, activity participation, grades, attendance, and teacher comments.

4.9.1.1 Such folders must remain confidential and will be filed in school fireproof, steel file cabinets.

4.9.1.2 Parents may review the folders of their own children, with the child's teacher or Administrator.

4.9.1.3 Upon written request of parent or guardian, other schools may have duplicate information forwarded to them.

4.9.2 Transfer of students—Withdrawals from school must be made through the school office. The parents must have a conference with the Administrator. Records should not be released until full settlement is made of balance due or satisfactory arrangements are made in the office.

4.9.2.1 Upon a signed request of a parent, GICS will send an official copy of the permanent student scholastic record, as well as a copy of achievement and mastery tests, to any school or organization designated by the parent. Likewise, we will include copies of other information that might be required by law or specially requested for a school by a parent.

4.9.2.2 Except for those documents where the law of the state may require originals, it will be our policy to send official copies of all school records.

4.10 ACHIEVEMENT TESTING (10/05)

Whole grade assessment begins no earlier than grade two and assessment is conducted annually in at least one grade in each of the following three levels: grades 4-6; grades 7-9; grades 10-12. Results of these tests will be mailed to the parents or guardians, and will also become part of the student's permanent file.

4.11 PROMOTION CRITERIA

4.11.1 Double Promotion—A one-time double promotion may be considered for a gifted elementary student. The child's teacher and/or parent may request this consideration of the Administrator.

4.11.2 Factors to be considered are social maturity, independence in learning skills,

acceptance of responsibility, and the composite of the class the child will enter. Teachers who have taught the child shall be consulted if possible.

4.11.3 Double promotion must be with parental consent. The Administrator will make the final decision.

4.11.4 Grade assignments are made in consultation between the teachers affected, the parents and the Administrator.

4.11.5 GICS recognizes the promotion to secondary school occurs at the completion of eighth grade. If eighth grade parents and the eighth grade teacher(s) are willing, a graduation ceremony may be held.

4.12 PARENT-TEACHER CONFERENCES

4.12.1 Parent-Teacher conferences are held at the end of the first and third quarter (mid-semesters). These are planned to give opportunity to discuss the student's progress and to clarify the school's program. The first quarter conference is mandatory; report cards will be issued at the conferences. The student, parent, or teacher may request the third quarter conference.

4.12.2 Teachers are willing to schedule conferences at any time to work with parents to improve student academics, attitudes, or behavior progress and development. Parents may call the office to plan a conference with a teacher at a mutually convenient time.

4.12.3 New 7-9th grade students at GICS may need to have a parent/teacher conference, at the discretion of the Administrator, mid-way before the end of the next grading period.

4.12.4 Progress reports will be sent out every 4 1/2 weeks either electronically or in written form to parents with children in grades K5 and up.

4.13 HOMEWORK POLICY

4.13.1 Teachers will avoid giving heavy assignments on Wednesdays.

4.13.2 Homework must be handed in on time, and should be checked and returned to the student within a reasonable time in order to be effective. In cases where work is not being done, communication will be made to the parents to enlist their help. This is especially important during the first weeks of school.

4.14 TELEPHONE CALLS

Students at GICS are not allowed to use the telephone unless it is an emergency. Student or Parent forgetfulness is not a justifiable reason for a student to use the telephone.

4.15 HELP CLASS

Help class will be required for students, 1st grade and up, who have a grade of 76% or below in reading or math on a progress report or report card. The teacher will contact the parents in order to set up a time to meet with their child either before or after school. Students will be required to meet for help class for a minimum of three times per week until that student's grade goes above 76% or until the teacher along with the administrator approves of a more effective method.

4.16 LATE/MAKE-UP WORK

4.16.1 For unplanned absences over two days, parents are responsible to come in for books and assignments. Work may be made up at full credit (for excused absences) during a period twice as long as the absence, up to a maximum of ten days make-up time. Work turned in after the end of the make-up time will lose eleven points per day until grade is down to a zero for grade. Work turned in late (other than due to absence) will lose eleven points per day until grade is down to zero for grade.

4.16.2 All work must be made up and turned in. No “incomplete” will be allowed to remain permanently in the grade book.

4.16.3 Planned absences for trips, vacations, etc. are discouraged. In the event of such absences, parents must get as many advance assignments as teachers can provide. All missed work will be due within a make-up period equal to the length of the absence.

4.17 GRADING STANDARDS

4.17.1 Grading scale marks Grading may be more subjective than the above indicates. Teachers may drop the lowest test grade for everyone in class; or when adjusting work requirements to correspond with changes in curriculum.

A+	100-99	B+	93-92	C+	85-83	D+	76-75
A	98-96	B	91-89	C	82-80	D	74-72
A-	95-94	B-	88-86	C-	79-77	D-	71-70
F	69 OR BELOW						
I	INCOMPLETE						

Grades will be recorded on transcripts, or sent to other schools in the cases of transfers, as a number-not a letter grade.

4.18 HONOR ROLL

4.18.1 Honor Roll: Two levels of HONORS are recognized: “A” Honor Roll (students with semester grade average of 3.75 or above) and “B” Honor Roll (students with semester grade average of 3.00 or above). Elementary will recognize “A” Honor Roll at 94% or above and “B” Honor Roll at 86% or above.

4.18.2 “A” and “B” semester average Honor Rolls will be published for Fourth through ninth grades. No student may be on the “A” Honor Roll with any class grade of a “C” or below, nor may they be on the “B” Honor Roll with any class grade of a “D” or below.

4.19 STUDENT DISCIPLINARY PROCEDURES AND ACTIONS

4.19.1 The student code of conduct and guidelines.

The GICS Student Code of Conduct is designed to provide a thoroughly Christian environment conducive to the spiritual development and maturity of its students. Therefore, GICS students are to follow the example of Christ and avoid attitudes and behaviors that will diminish their spiritual, mental, or physical purity and well being. (Romans 12: 1-2; Galatians 5: 16-26; and Ephesians 5: 1-5)

4.19.2 The Administration and Faculty are to know the GICS Board, Faculty, and Student policies and are to enforce them fairly and consistently in corrective

discipline. This will take into account the age, needs, and limitations of each student. (I Thessalonians 5:14; James 3:17, and I Peter 3:8)

4.19.3 GICS, as an extension of the family and an arm of the local church, shall seek to cooperate with the student's parents (or guardians) and local pastor(s) in student disciplinary procedures and to endeavor to restore the student to a right relationship with God as well as with school, family and church (Galatians 6:1-2).

4.19.4 Because Christian discipline is instructional as well as corrective, discipline is to be carried out in a Christ-like spirit of speaking the truth in love and avoid provoking one to anger and abusive threatening. (Galatians 6:1-2; Ephesians 4:15; and 6:1-4, 9)

4.20 DISCIPLINE FOR STUDENT MISBEHAVIOR

4.20.1 Misbehavior on or off campus consists of attitudes and behaviors that violate Scriptural principles of right and wrong. It includes, but is not limited to, any sexual transgression of the God-ordained marriage relationship, abortion, use of illegal drugs, violence, and criminal activity. It also includes any attitudes or activities, which impede one's Christian testimony or which may have a negative impact on GICS or general student morale. Immoral behavior consists of adultery or sexual impropriety—any sexual transgression of divine commandments regarding the marriage relationship (Genesis 2:18, 21-24; Matthew 19: 4-6) as well as any perversions of the God-ordained marriage relationship of a man and wife. (Leviticus 18:22; Romans 1:26-27; I Corinthians 6:9-11; and Galatians 5:19) This includes the use of literature or other media sources (including the Internet) of pornographic materials. (Matthew 5:27-28; 15:19-20a and Genesis 6:9)

4.20.2 Such violations of the Student Code of Conduct listed in 4.20.1. constitutes grounds for expulsion.

4.20.3 When a student is accused of violating the GICS Student Code of Conduct, that accusation must be verified. (Deuteronomy 19:15; II Corinthians 12:19-13:1) and must follow the Biblical procedures given in Matthew 18: 15-18. The Administrator shall investigate such accusations and follow a four step process to verify them. He may also involve principals, head teachers, and others deemed necessary.

1. Verified by the testimonies of two or three witnesses

2. Meet with the student to discuss the accusation(s)

3. If the accusation is true but denied by the student, he shall meet with the witnesses, parents/guardian and the accused student.

4. If the two meetings fail to resolve that matter, the Administrator will provide the Board with a written summary of the matter.

The Administrator is to present to the Board a written report containing the allegation, the evidence, and a recommendation for action by the Board.

4.21 THE LEVELS OF CORRECTIVE DISCIPLINE AND ACTIONS

4.21.1 Detention:

The student may be given a detention. This action both calls attention to the problem behavior by the student and is a warning of further possible

consequences.

4.21.2 Probation:

The student may be placed on probation for six weeks. This is mandatory for all new students (Parent/Student Handbook) and may be imposed upon a student when he/she has a rebellious spirit, continued disobedience, or violates the Student Code of Conduct. In corrective disciplinary action, a conference will be held with the parents/guardian and a follow-up letter will be sent to them.

4.21.2.1 The probationary period is designed to give the student opportunity to correct his problem. He/she will have school activities limited and all positions of responsibility and trust may be terminated.

4.21.3 Suspension:

The student may be suspended from GICS for up to three days by the Administrator to impress upon the student and parents the seriousness of the problem.

4.21.3.1 Violations of the Student Code of Conduct anywhere and at anytime can result in a suspension. It may be for but not limited to incidents of lying, anger, theft, rebellion, profanity, and disrespect for peers or authorities. Schoolwork missed during a suspension must be completed and submitted to the teachers before course credit may be given for classes. No grades will be given for such class work.

4.21.4 Expulsion:

The expulsion of a student is the most severe disciplinary action. It may occur when the three above actions fail to bring about a change in attitude or behavior or in cases involving a serious violation of the Student code of Conduct as outline in section 4.19.

4.21.4.1 A student may be expelled only by the Board upon the written recommendation of the Administrator.

4.21.4.2 An expelled student will not receive a refund of his/her current month's tuition fees. Prepaid semester or annual tuition payment will be refunded from the end of the current month.

4.21.5 Re-enrollment of an expelled student

4.21.5.1 A student who has been expelled, or was about to be expelled and withdrew, may be considered for re-admission after careful review by the Administrator and subsequent approval by the Board.

4.21.5.2 If the expulsion was in order and the student wishes to re-enroll, then at least one semester (90 school days) must elapse before the student may be re-enrolled. The administrator, parents, student and the student's pastor must submit written testimonies as to the student's repentance, rededication to the Lord, and changed life-style.

4.22 PROPERTY RIGHTS SEARCH

4.22.1 All students are responsible for obeying state law and the rules and policies of GICS. No student should bring anything to school which is prohibited by statute, policy, or school rule. The administration has the authority to search school property, including e-mail, student property, and students themselves,

when there is reason to believe a student has violated a statute, policy, or school rule. Two adults of the same sex as the student will conduct personal searches.

4.22.2 Lockers, computers and desks are the property of GICS and are made available to students for their convenience. Each student is responsible for all the contents or security of his or her locker. Students should not reveal the combination of locks or access code to anyone else except to the administration.

4.23 MEDICATION DISPERSAL

GICS Administration, faculty or employees will not administer any prescription medication to a student. If the student needs medication during school hours for any reason, it is the responsibility of the parent or guardian to come to the school and administer the prescription medication themselves. **NONPRESCRIPTION MEDICATION SUCH AS ASPIRIN WILL NOT BE DISPENSED WITHOUT A WRITTEN NOTE FROM THE PARENT OR GUARDIAN.**

4.24 DRESS CODE

4.24.1 These general standards apply to all students, boys and girls, K4-8, unless otherwise specified. GICS asks parents to support the school by instructing their children in Christian modesty and appropriate dress because our personal appearance reflects on our Lord as well as on Grand Island Christian School.

A student's appearance must be neat, clean, and modest. Tight-fitting garments are not appropriate. Extremes are not appropriate in that they are a device either to gain undue attention or to challenge the commonly accepted standards of the school. The two key words in a student's appearance are modesty and neatness.

4.24.2 Boys & Girls:

Upper: All shirts for both boys and girls must have a collar and be tucked in at all times unless they are made for wearing out. Turtle necks or short and long sleeve polo shirt colors are: black, white, yellow, navy, green, and wine. All outer wear worn in the classroom must be navy (e.g. sweatshirts, sweaters, vests, etc.)

Lower: All slacks should be properly fitted. Materials must be cotton blend (e.g. cotton/twill, cotton/polyester). No name brands may show on the pants. No double stitched seams, jean or corduroy materials. Shorts are to be no more than 4" above the knee.

Hats: Hats or caps may not be worn inside the school.

Shoes: Shoes of good repair must be worn at all times and shoelaces tied. Students may not wear beach-style flip flops, sandals, strapless shoes, or shoes that easily slip on and off.

4.24.3 Girls Only:

Skirts/Skorts/Pants: Skirts are to be knee length or longer. Skorts and shorts are to be no more than 4" above the knee. Pants, Capri's, skirts, skorts, and shorts

can only be worn in navy, khaki, or Dennis plaid. During extreme cold weather girls are allowed to wear solid color stockings or hose underneath skorts, skirts, jumpers, or dresses.

Shirts, Sweaters, Tops: Besides the navy outerwear, wine colored sweaters can be worn with Dennis plaid skirts.

Other: Girls may have ears pierced. Girl's hair must be clean, neat and worn in a manner to be kept out of the eyes. Make-up is limited to Junior High grades 7 & 8, light lipstick and mascara only.

4.24.4 Boys Only:

Pants and shorts can only be worn in navy or khaki. Boys are not allowed to wear earrings. Boy's hair is to be cut neatly and always out of the eyes and not past the bottom of the collar of the shirt. No ponytails of any kind are allowed.

4.24.5 Chapel:

Girls must wear a skirt or skort and boys are to wear belts for Chapel and promotionals.

4.24.6 Dress Code Violations

Students will be reminded of the specifics of the dress code within the first week of classes.

4.24.6.1 At the discretion of the Administrator, a phone call will be made to the parent(s).

4.24.6.2 Students will not be admitted to class until properly dressed. (Regarding hair infractions, boys will be permitted a period of 24 hours to meet the required standard.)

4.24.6.3 Violations will be recorded in the office.

4.24.6.4 A second violation will result in a detention.

4.24.6.5 Disciplinary action will be appropriate to the grade level.

4.24.6.6 Parental issues regarding dress code violations must be submitted in writing to the Administrator.

4.25.7 The Administrator will make the final decision on all questions of compliance with the dress code under the policy in force.

4.25 CHURCH ATTENDANCE

Regular church attendance by all students and parents is encouraged as an essential aspect of Christian faith and growth (Ref. Hebrews 10:25).

4.26 CURRICULUM AND TEXTBOOKS

GICS will have a book usage fee for all students.

4.27 ELEMENTARY CLASS SIZE

4.27.1 A Preschool or Prekindergarten class will be given an aide when the class reaches a size of 11-15 students. When a class size reaches 16-20 students, there

will be two teachers with no aides.

4.27.2 A K5 class will be given an aide when the class reaches a size of 16 students.

4.27.3 K5 class enrollment will cease when a class reaches a size of 22 students.

After 22 students, a waiting list will be developed. When a waiting list has five confirmed students, a second class will be started and that grade split into two classes.

4.27.4 1st grade and up may be combined with one or more grades if there are less than 30 students combined. In combination classes with 15-18 students, an aide will be provided.

4.28 SEMESTER EXAMS

4.28.1 GICS shall require semester exams in 5th grade and up.

4.29 EXTRACURRICULAR ACTIVITIES

4.29.1 Anyone desiring to create or start an extracurricular activity at GICS must adhere to the following:

4.29.1.1 Submit in writing to the Curriculum Committee, and through the Administrator, a formal request for approval.

4.29.1.2 State in writing the policy guidelines and procedures for this activity at the time of the request.

4.29.2 Interscholastic sports, academic clubs or special interest clubs that may be organized must have the approval of the Administrator. These activities shall meet after regular scheduled classes and will not be counted as part of the minimum instructional hours. The Board allows 5th grade and up to participate in competitive sports activities with guidelines provided by the Administrator.

4.29.3 GICS Athletic programs will comply with Nebraska state rule 004.02B4 of Title 10. "No student in grades seven or eight shall participate in interscholastic athletic contests between schools within a school system or between school systems which exceed four games in football and eight games in other sports..."

4.29.4 All school sports or extracurricular activities must be completed by 5:30 PM on Wednesdays.

4.29.5 Class time missed for extracurricular activities must be made up in compliance with administration directives.

4.29.6 All final decisions regarding extracurricular activities will be left to the discretion of the administrator.

4.29.7 Jr. High competitive sports

Sports Student participation is subject to certain rules outline by this organization.

4.29.7.1 Girls

4.29.7.1.1 Volleyball (Fall)

4.29.7.1.2 Basketball (Winter)

4.29.7.1.3 Track (Spring)

4.29.7.2 Boys

4.29.7.2.1 Basketball (Winter)

4.29.7.2.2 Track (Spring)

4.29.8 Scholastic eligibility rules

- 4.29.8.1** Students who have a minimum of a “C” average on the most recent report card with no grade lower than a “D” are eligible for interscholastic sports activities.
- 4.29.8.2** While participating in school extra-curricular activities, students are expected to maintain passing grades in all classes.
- 4.29.8.3** If a student’s grade (in one class) drops below passing (70%), he/she will be considered “on probation” for the following week, starting on Monday. The student may still participate in the chosen activity. If the grade is brought up to passing after this week, probation is discontinued. If, however, the grade is not raised to passing, the student will be considered ineligible on a weekly basis, until the grade is passing. No participation is allowed.
- 4.29.8.4** If a student’s grade falls below passing in two or more classes during the week, he/she will be considered “ineligible” for participation the following week, beginning on Monday. The student will not be given a week of probation or allowed to participate.
- 4.29.8.5** If a student does not received a passing grade for the semester, he/she will be considered ineligible for the following semester.
- 4.29.8.6** The “ineligibility rule” will apply only to sports and cheerleading.
- 4.29.8.7** Failing grades will be reported to the office on Friday morning. A deficiency report will be sent to parents and a copy kept in the office files. Ineligibility will cover Monday through Friday and no participation of Friday and Saturday.

4.29.9 Elementary Sports Program

GICS will encourage parents and GICS students (K-6) who wish to participate in YMCA sports program.

4.29.10 Missions

- 4.29.10.1** Faculty members of GICS are encouraged to sponsor mission projects.
- 4.29.10.2** Students will be encouraged to report their experiences in chapel following the event.
- 4.29.10.3** Raising financial support is the sole responsibility of the student.
- 4.29.10.4** Any fund-raising as a group within GICS has to be approved by the Sponsor, Development Director and the Administrator.

4.29.11 Off campus trips

- 4.29.11.1** Sponsor shall be a faculty, staff, or Board member of GICS.
- 4.29.11.2** The trip must be planned by the Sponsor and approved by the Administrator.
- 4.29.11.3** Memos are to be given to the students only with the Administrator’s approval.
- 4.29.11.4** Finances are the sole responsibility of the individuals involved. The Development Director and the Administrator must approve any group fundraising in advance.
- 4.29.11.5** Overnight in motels, for Jr. High students, must include one sponsor, per room.

4.29.12 Choir (Elementary)

Elementary choir shall be limited to a small group of select students to perform for special occasions.

4.29.13 Band (5th – 9th grade)

4.29.13.1 Band shall be limited to a small group of select elementary students to perform for special occasions. Students in 4th grade may participate with the approval of the band instructor.

4.29.13.2 Band shall be classified as an extracurricular activity and shall follow established policies and procedures there in.

4.30 STUDENT ACCIDENT INSURANCE

GICS does not offer individual student insurance policies. It is assumed each child is covered by his/her parents' policy.

4.31 VISITORS

Classrooms are open to visitors at any time. Before visiting a classroom for any reason, the visitor must register with the office. School-aged friends and relatives of GICS students must be accompanied by a parent or guardian.

4.32 FIELD TRIPS

Trips are to be scheduled on the calendar following approval by the Administrator. A field trip information letter with permission slip is to be written prior to approval by the Administrator. The letter (approved by the Administrator) explaining the objectives of the trip is to be sent to parents at least two weeks prior to the trip.

4.33 FUND-RAISING BY STUDENT ORGANIZATIONS

The Development Director or Board designee must approve fund-raisers.

4.34 INCLEMENT WEATHER

The Administrator MAY cancel school due to inclement weather.

4.35 SEX EDUCATION

Sex education is not approved, other than Biblical moral teaching in Bible and Health classes.

4.36 MEDIA CENTER

The Librarian will be in charge of the library materials, books, magazines, etc., and may, in consultation with the Administrator, make any regulations necessary for orderly use. Students who misuse the library may forfeit the privilege of using it.

4.37 FIRE AND TORNADO SAFETY

4.37.1 In the case of a tornado or tornado drill students in Preschool and Kindergarten will go to the hall and kneel on the south side of the hallway against the wall with hands overhead. First and second graders will go to the hallway, move to the south side of the hall kneel on knees and place hands over head. Third, fourth, fifth and sixth graders will go down west set of stairs, go to the

bathrooms (boys in the boys and girls in the girls) with teachers in each group. Jr. High students will go down the middle stairs and go to the kitchen area. All students should kneel with hands over head.

4.37.2 Each classroom will follow the required fire emergency evacuation plan that is posted in their classroom. Routine fire drills will be practice once a month.

4.38 COMPUTER NETWORK POLICY

4.38.1 The Administrator shall develop policies for access to the local computer network and the Internet, and shall update and communicate the policy as required. As a minimum, the computer network policy shall include the following.

4.38.1.1 All e-mail messages, data files, or other information originating from, received by , or stored on a GICS computer, are subject to search, just as lockers are subject to search. The Administrator or designated representative may view any communication or data file at any time.

4.38.1.2 A faculty/staff member or an adult designated by a faculty/staff member must be physically present and must monitor all student activity whenever computers at GICS are used by students to connect to the Internet.

4.38.1.3 General school rules for behavior and communication apply to the computer network. Students who violate network policy or who otherwise misuse a computer shall, at the discretion of the Administrator, lose access privileges and may be subject to other disciplinary or legal action. Improper behavior includes but is not limited to:

- a. Displaying, copying, or sending messages, pictures, or other data that contain offensive, obscene, defamatory, prejudicial, or illegal material.
- b. Harassing, insulting, or attacking other people
- c. Damaging computer, computer networks, or system resources
- d. Violating copyright laws
- e. Using or disclosing another person's password
- f. Accessing another person's folders, directories, work, e-mail, or files without permission
- g. Intentionally wasting system resources
- h. Communicating socially with strangers
- i. Employing the network for commercial purposes
- j. Access the Internet from computers at GICS without teacher supervision

4.38.1.4 Final judgment of any dispute will be determined by the Administrator

5 MISCELLANEOUS

5.1 FIRST AID/HEALTH PROCEDURES

Parents will be notified in advance of any routine health screening. The school will contact parents of any health concerns.

5.2 BEFORE/AFTER SCHOOL CARE

The school provides student supervision as early as 8:00 AM and after school until 3:45 PM for Pre- K-9.

5.3 AWARDS

5.3.1 Elementary Awards

5.3.1.1 Awards will be given to students meeting the qualification of the award.

Awards will be given at the Awards Chapel at the end of the school year.

Each teacher will decide which award will be given in his/her classroom.

5.3.2 Extra-Curricular Awards

5.3.2.1 School letters will be awarded to students in sports, music, and academics to students in grades 5 – 9 who meet established criteria.

5.4 SCHOOL VAN

Each individual driving the van must be listed on school insurance.

5.5 GUEST SPEAKERS

All speakers at a GICS sanctioned function will be approved by the Administration.

5.6 TAKING CLASSES FROM ANOTHER SCHOOL-COOPERATIVE AGREEMENTS

As we grow at GICS we may be forced to have cooperative agreements with other schools. This will, first of all, be done only by necessity. Secondly, a student must take required courses of GICS where there may be conflicts and Bible will always be required. A student may NEVER take a class offered on another campus that is being offered on the GICS campus.

5.7 GRAND ISLAND CHRISTIAN SCHOOL'S WELLNESS POLICIES ON PHYSICAL ACTIVITY AND NUTRITION (Adopted 10/06)

Whereas, our bodies are a temple of the Holy Spirit whom we have we have received from God and that we should therefore honor God with our bodies (1 Cor. 6:19-20);

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the

predominant causes of obesity;

Whereas, only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Whereas, nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes;

Thus, Grand Island Christian School is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Grand Island Christian School District that:

- All students in grades K-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at GICS will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- GICS will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- GICS will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.