

Griffin Christian High School



Family Handbook
2016-2017

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Introduction

Griffin Christian High School provides this handbook as a means of providing the reader with general information about the school as well as defining some specific policies and rules. It is to be understood that the administration of Griffin Christian High School reserves the right to change any policy when it is deemed necessary. Notice of such changes will be given by one or more of the following: the school newsletter, special letter or orally to the students. It should be understood that this handbook is not to be considered as all-inclusive, and the administration will make decisions and establish guidelines concerning any issues not covered.

Griffin Christian High School admits students without regard to race, color, or national origin.

Mission Statement

It is the mission of Griffin Christian High School to equip and prepare students to fulfill the plan God has for their lives by communicating Christian values and providing excellence through academic, athletic, and fine arts programs.

Vision Statement

GCHS Developing Leaders; Inspiring Excellence; Changing Lives

Motto

Building Excellence from the Inside Out!
We are Building Champions!

Purpose

Theologically

Although Griffin Christian High School is owned and operated by Griffin First Assembly of God, it is not the purpose of the school to indoctrinate its students in the doctrines of the Assemblies of God. We hold the Scriptures to be all-sufficient rules for faith and practice. We therefore teach the Bible in its entirety. It is the purpose of GCHS to train its students in the principles and practices of our Lord Jesus Christ. It should be noted that the faculty of GCHS represents a number of denominations and fellowships and no individual is permitted to teach his or her particular personal doctrine of his or her church doctrine. All members of the faculty are born again Christians who live a consistent example of their profession of faith.

Spiritually

It is the purpose of GCHS to develop in the lives of its students a spiritual life that is in harmony with the infallible Word, in order that they may grow in grace, as well as in the knowledge of our Lord Jesus Christ.

Academically

It is the purpose of GCHS to provide its students with the best education in order that they may be thoroughly equipped for life. It is the purpose of GCHS to offer its students an opportunity to receive their education in a Christian environment.

Statement of Faith

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15, II Peter 1:21)

We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)

We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, Hebrews 7:25); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:44); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)

We believe in resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28)

We believe in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a Godly life. (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or

appearance (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9, Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6-9; 1 Thess. 4:1-8; Heb. 13:4; 1 Cor.6:15-18)

We believe that the only legitimate marriage is the joining of one man and one woman as determined at birth. (Gen. 2:21-24)

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139: 13-15, Jer. 1:5)

Accreditation and Memberships

Griffin Christian High School is fully accredited. The school holds accreditation from the Southern Association of Colleges & Schools (SACS), AdvancED, Georgia Accrediting Commission (GAC) and the International League of Christian Schools (ILCS). GCHS has memberships with the Georgia Independent Schools Association (GISA) and Georgia Independent Christian Athletic Association (GICAA).

Admissions

GCHS does not discriminate on the basis of race, religion, sex, or origin.

Griffin Christian High School, as a private institution, reserves the privilege of setting and maintaining its own standards for student conduct, dress code and scholarship. Admission to GCHS is a privilege and not a right. Therefore, the school maintains the right to admit only those families who are in harmony with the standards of the school.

Admission is based upon the achievement, personal interview, recommendations and openings in the particular grade level. Behavior is also carefully considered.

Generally, no student will be admitted who shows low academic performance, has emotional or disciplinary problems or who has been expelled from another school.

GCHS is not a reform school. Neither is it equipped to accept children with severe academic, physical or emotional problems. Students must express a desire to attend GCHS. The school maintains the right to refuse admittance to anyone if it so chooses and to suspend or expel any student who violates the set standard.

The following procedure will be helpful to new students when applying for admissions to GCHS:

- Obtain an application packet from the school office.
- Complete the application form and return it to the school with the appropriate fees as stated on the application.

- For new students, an entrance exam may be given to determine specific course placement. A copy of the applicant's transcript (grades and achievement test scores) must be given to the office before an application is approved.
- An appointment for an interview with the principal or admissions committee may be requested. The potential student and at least one parent must attend this interview.
- You will receive a letter concerning the status of the application following admissions process. Should GCHS not accept the applicant for enrollment, the registration fee will be refunded. **However, the fee is not refundable under any other circumstances.**

Enrollment for Returning Students

It is to be understood that enrollment in GCHS one year does not guarantee placement the following year. It is to be understood that enrollment is on a first come, first served basis. However, prior to registration being opened to the public, students presently enrolled in GCHS may enroll during a limited enrollment period. The first come, first served policy will be in effect during this limited enrollment period as well.

It is to be understood that the number of classes within a grade may vary from one year to the next due to enrollment trends. Early enrollment is advised since GCHS cannot ensure placement after available spaces have been filled.

The interview and placement testing process is not required for returning students. However, it is necessary for the proper application forms to be completed and submitted with fees each year.

Right to Terminate a Student's Enrollment

Griffin Christian High School reserves the right to terminate a student's enrollment when the administration determines that the student and/or the parent(s) of the student does not conform to the standards, philosophy, or purpose of the school. It should be remembered that it is a privilege and not a right to attend Griffin Christian High School.

Financial Policies

Since the payment of tuition is the major source of revenue for the operation of GCHS, it is necessary that all tuition accounts be current.

It is the goal of the administration of GCHS to maintain affordable tuition rates. The school does not receive governmental assistance and is in no way subsidized by any outside organizations. Therefore, prompt payment of tuition is essential for the ongoing operation of GCHS.

Tuition may be paid annually or in ten monthly installments. Those wishing to pay annually will receive a discount of 5% off tuition when payment in full is made by the August 1 due date. If paying monthly, payments are due on the 1st of every month with the first payment being due August 1 and the last payment due

May 1. GCHS accepts Visa, MasterCard, Discover, American Express and Debit Card Payments. These payments are subject to a 3% convenience fee, effective August 1, 2016.

A returned check fee of \$40.00 will be incurred each time a check is returned due to insufficient funds. After an account has had two returned checks, all payments on behalf of the student (i.e. lunch, field trips, tuition, etc.) must be paid by cash or cashier's check.

Should an account fall behind in payment, the following procedures will apply to all student and parents/families:

- Accounts that are not paid in full by the 15th of the month are considered delinquent. On the 16th of the month accounts with unpaid balances will be assessed a late fee of a minimum of \$20 or 5% of the total unpaid balance on the account, whichever is higher.
- After the 20th day of the month, a letter will be sent to the parent/guardian stating that the student will not be allowed to return to school if the account is not paid by the end of the month.
- At the beginning of the next month, if the account remains unpaid and no alternate payment arrangement agreement has been made/approved, the student(s) will be asked to withdraw until the account is paid in full. ***It is the responsibility of the parent/guardian to contact the office before the first of the month to discuss possible alternate arrangements with the principal.*** All agreements for alternate payment arrangements must be in writing and approved by the Church Business Office. Payments not made according to the written agreement will result in immediate withdrawal from the school and are subject to possible collection efforts at the sole discretion of the Business Office.

If a student has a delinquent account, he/she will not be allowed to participate in any extracurricular activities including but not limited to class trips, athletics, etc. until the account is current. If a student is withdrawn from GCHS due to payment delinquency, the student will not be allowed to participate in any sporting event or school activity during this time.

All regular financial transactions are to be handled directly with the Business Office. Students will not receive grades, report cards or begin another semester's work, transfer permanent records, receive certificates of attendance or any other forms, or graduate until ALL accounts with the school are up to date.

Grievance Procedure

All teachers will strive to glorify God in actions and attitudes, and he/she will be due the respect of his/her office. It is expected that this same attitude will be shown the administration and parents. Occasionally during the course of the year, misunderstandings can arise between the staff and the administration, staff and staff, staff and students, or staff and parents. Problems are often the lack of communication between those involved. School personnel at every level should be committed to resolving problems one-on-one in a spirit of Christian love and respect.

Concerns and Resolutions Procedure

1. An appointment should be made with the appropriate person, when necessary.
2. A concern must be made at an appropriate time and place in a respectful manner.
3. When a parent, student, or member of the community expresses a concern, staff shall receive the concern courteously and if appropriate, redirect the person to the appropriate staff member.
4. Concerns should be addressed in candid and timely manner.
5. A record should be kept noting the concern, consultation with others, the resolution, etc.
6. Concerns will be directed according to the sequence in the following manner:

For school matters, instruction, or student discipline, the sequence is:

- a. Teacher or other staff member
 - b. Principal
 - c. Executive Director or Business Administration (for financial matters)
 - d. Sr. Executive Pastor (for all other concerns)
 - e. Sr. Pastor (only if the matter is not resolved at level c or d)
 - f. Griffin First Assembly of God Official Board (only if matter is not resolved at level e)
7. All concerns will be handled in a confidential manner.
In order to resolve a concern, the information and the identity of the person with the concern may be disclosed to:
 - a. the person(s) named in the concern;
 - b. a person(s) who needs to be contacted for information about the concern;
 - c. a person(s) who needs to know about the concern as part of their duties; and/or
 - d. the person(s) who will be responding to the concerns.

School Hours

GCHS's school day begins at 8:00 a.m. and ends at 3:30 p.m. for 7th thru 12th grades. Office hours are 7:45AM to 4:00PM.

Arrival & Dismissal Procedures

The safety of students is of utmost importance during arrival and dismissal times. Students may begin arriving at 7:30 a.m., middle students should be dropped off at the front entrance of the academy or high school building, and high school students should be dropped off at the front entrance of the high school building. Parents with children in the academy and the high school may drop all children at the front entrance of the high school building. Middle/HS students arriving before 7:45 a.m. in the morning will be supervised in the gym until dismissal to homeroom (unless the student has a pass for a tutorial).

If riding to school with an older sibling who drives, an elementary student must be dropped off in front of the academy or walked to the academy hallway by the older sibling. Academy students are not allowed to walk from the student parking lot areas alone. Students arriving at school after 8:00 a.m. must be signed in at the high school office.

For dismissals, students must be picked up in the carpool line. Parents are asked to please remain in cars during the carpool process. All students in middle/HS must be picked up at the front entrance of the high school building. Students cannot be picked up at any other location. All traffic during drop off and pick up time is ONE WAY.

In order to avoid constant interruptions during the last instructional period of the day, students, who need to check out in the afternoon, must check out at least 30 minutes prior to dismissal of school. In order for teachers to provide a safe dismissal, please send a note with your child to school informing his/her teacher of any changes in after-school procedures.

After School Supervision

Students in grades 7-12 are to remain in the lobby of the high school building until 4:00. Students on campus after 4:00 PM not participating in a school related activity are directed to report to the assigned area. **No students are allowed to remain after school without staff supervision.** Students who are found unsupervised on campus after 4:00PM will be escorted to aftercare (if offered) and charged the daily fee. Repeated failure to follow the above rules will result in disciplinary action.

Attendance

Punctuality and regular attendance is necessary for student success. A student must be in attendance for a minimum of four (4) clock hours in order to receive credit for a full day of school attendance. Although a student may be counted present for the day, he/she will not be counted present for classes he/she does not attend. Students must be present for half of the class period or the student will be counted absent. In addition, 3 unexcused tardies to a class will equal one absence. The following absences shall be considered "excused" absences:

- Personal illness
- Medical appointments (which cannot be made after school)
- Serious illness or death in the family
- School sponsored activities
- Required court appearance
- **Absences with prior approval of the administration (A Pre-Absence Form should be filled out in the office at least 3 days before the absence. Administration will review the form and upon approval**

student's will present it to the teachers who will list assignments. Students in grades 9-12 who have reached their maximum of 10 days absent, excused or unexcused, will not be eligible for a pre-absence form)

Students returning to school following an absence must present a written excuse from a parent to the office within two school days. The excuse must include date of absence(s), explanation of reason for absence, and a parent signature. Upon presentation of the excuse, students will be given an admittance slip to class. Students must present the admittance slip to each of their teachers throughout the day.

Absences and Extracurricular Activities

No student will be allowed to participate in any after-school extracurricular activity on a day that he/she has been absent from school.

Maximum Absences

The attendance policy was formulated to deal fairly and consistently with those who are absent excessively, yet allow consideration to those who must be absent for legitimate reasons.

Students in grades 7 thru 12 having more than ten absences, INCLUDING EXCUSED AND UNEXCUSED, per semester will not receive credit from Griffin Christian High School, except in cases of extenuating circumstances. The student and/or parent bears the burden of requesting special consideration and providing required documentation when asking for special consideration in appealing absences.

The maximum number of absences allowed per year for 7th and 8th grade students is twenty (20). Any student with more than 20 absences will become ineligible to receive credit for the year's work.

Appealing No Credit Due To Absences

To initiate a student request for credit, a student must:

1. Obtain a Student Request for Credit form from the office.
2. Complete the required information on the form. You need only ask the teacher in whose class you are seeking credit to fill in the teacher section of the form.
3. Secure required documentation for consideration by the committee. Acceptable documentation includes:
 - a. Medical doctor's note listing exact dates
 - b. Dentist/orthodontist note listing exact dates
 - c. Court order listing dates
 - d. Any required committee verification listing exact dates
4. Return completed form and all documentation to the office.
5. All documents will then be turned over to the attendance committee. The committee will discuss the situation concerning each request and may elect to approve or deny the request at the hearing or to postpone its decision until further information is provided by the student/parent.

Tardies

Students are expected to be in their classrooms and seated when the tardy bell rings. No student is allowed to leave class the first and last 15 minutes of any designated class period. Students who are tardy to class must receive a pass from the office before entering the classroom. Tardies will be marked either excused or unexcused. If a student accumulates five unexcused tardies in a quarter, a letter will be sent explaining that a \$5.00 fee will be charged for each tardy until the conclusion of the quarter.

Excused tardies include:

- Student or parent automobile delays or breakdown en route to school. (This excuse cannot be used on a consistent basis.)
- Temporary Illness
- Unavoidable reasonable circumstances, e.g. traffic accident.
- Doctor's appointment.
- Detainment by office or another teacher.

Unexcused tardies include:

- Oversleeping or arriving late for any reasons of negligence.
- Any tardiness in getting to classes during the school day.

Three (3) unexcused tardies to a class equals one absence. If a student accumulates 15 tardies in a class, the student will have to appeal for credit for that particular class.

Early Dismissals

GCHS operates a closed campus policy. No student is permitted to leave school during the day without proper authorization from the school office. Students are **not** permitted to leave campus during breaks or lunch period. Students may not check out of school for lunch.

In order for a student to leave campus early written permission from a parent/guardian must be presented to the office or someone from the office must speak to a legal guardian of the student. Early dismissals for personal matters (errands, job interviews, returning home for books, money, etc.) will be considered unexcused. Verifications of appointments may be requested by the administration. For safety reasons, teachers cannot release students from their classrooms without authorization from the school office. Anyone checking out a student must sign the student out in the office before the student will be permitted to leave the classroom.

Chapel

One of the main purposes of GCHS is to help students grow spiritually. Chapel services, which are held on a regularly scheduled basis, are an integral part of this growth process. Students are expected to bring their Bible to each chapel service as well as exhibit correct posture and respect for the program and speaker.

Academic Policies

Grade Point Average (GPA)

Middle and High School are required to maintain at least a C average/2.0 grade point average during any two consecutive semesters. Exceptions may be made for students who have a grade point average of less than C average/2.0 but have not failed any courses during the semester in question.

Grade point averages are used to measure a student's academic achievement and to determine a student's class rank.

GPA's are derived from a four-point system based upon the letter grades. Numerical grades of 90 to 100 (A) earn 4.0 points; grades of 80 to 89 (B) earn 3.0 points; grades of 75 to 79 (C) earn 2.0 points; grades of 70-74 (D) earn 1.0 points; and grades of 69 or less (F) earn 0 points.

Courses classified as Advanced Placement earn 0.5 additional GPA point. Therefore, numerical grades 90 to 100 (A) earn 4.5 points; grades of 80 to 89 (B) earn 3.5 points; grades of 75 to 79 (C) earn 2.5 points; grades of 70-74 (D) earn 1.5 points; and grades of 69 or less (F) earn 0.5 points. **This is effective only for the AP courses taken beginning with the 2016-2017 school year.**

All courses taken once a student enters as a freshman are included in the overall GPA.

1. Grade point averages (GPA) are calculated for each student in grades 9-12 at the end of each semester.
2. High School students who have a GPA under a 2.0 any given nine week period or who fail two or more classes and Middle School students who fail two or more classes will be placed on **academic probation** for a period of nine weeks. While on **academic probation** the student must have a weekly report signed by each teacher (in the classes that the student has a 69 or below) as well as attend a minimum of one hour of tutorial or study hall each week per course. Students may participate in extracurricular activities while on probation, but administration reserves the right to suspend all after school activities for the student. In addition, each student's academic standing will be reviewed to determine if Griffin Christian is the appropriate setting for the student.
3. If, by the end of the nine-week period, the student's GPA has not improved to at least 2.0 (for the current 9 weeks) or previously failed classes are still not a 70 or above, the student will be placed on **academic suspension** and the principal will meet with the parents to discuss the student's academic concerns. Academic suspension will also include a weekly progress report signed by each teacher and one hour of tutorial or study hall per course. In addition, each student on suspension will not be able to participate in extracurricular activities at Griffin Christian High School. The length of the

suspension period will be at the discretion of the principal on the basis of academic improvement. In addition, each student's academic standing will be reviewed to determine if Griffin Christian High School is the appropriate setting for the student.

Honor Roll

At the end of each semester Griffin Christian High School announces its Honor Rolls. All letter grades are considered for Honor Roll. This includes courses that are not calculated into the grade point average. The standards for this achievement are calculated based on weighted or unweighted grade points and are as follows:

A Honor Roll

- grade point average of 4.0 or higher with no grade lower than a "B"
- all "A's" regardless of grade point average

A/B Honor Roll

- grade point average of 3.0 with no more than one grade of "C"
- all "A's" and "B's" regardless of grade point average

Any incomplete grade, even in a non-GPA class, will keep a student off the Honor Roll.

Make-Up Work

No work (including tests and/or quizzes) can be made up when missed due to an unexcused absence, and a zero will be given for the grade.

Students with excused absences must assume the responsibility of talking with their teachers concerning make-up work. Students will have three days following an absence to make up work missed. If work is not made up, zeroes will be given for the missed assignment(s).

Final Exams

All students in grades 7 – 12 must take all final exams each semester. However, second semester seniors may be exempted from final exams in classes where they have maintained a 90% average throughout the semester.

Final exams will be comprehensive and cover all material taught during the semester grading period.

Seniors who are exempt from finals will not be required to attend that class on the day of the final.

Students are encouraged to make every attempt to be in attendance during final exams. Students who are absent on the day that they are to take a final exam must present a doctor's excuse to the office. Unexcused absences will result in the student receiving a zero on any missed exams.

In addition, students must be on time for their exams. Students will not be admitted to enter a classroom once the exam has begun. This is considered unexcused and the student will not be allowed to make up the exam.

Students are expected to follow dress code on exam days. Students will not be allowed to take final exams unless they meet dress code requirements.

In addition, student grades will not be posted until all debts are cleared in the office and all sports uniforms are returned. Students will be notified that they have debts the week before exams.

Grading Scale

The following grading scale is used by GCHS for all students in grades 7-12:

- A – (90-100)
- B – (80-89)
- C – (75-79)
- D – (70-74)
- F – (69 and below)

Retention/Promotion

No student in 7th and 8th grades will be promoted to the next grade if two or more major subjects are failed. Major subjects include Math, English, History, and Science.

The chart below gives a listing of the number of units needed for promotion and/or graduation for grades 9-12:

| Grade | Units |
|--------------|--------------|
| 9 | 5 |
| 10 | 10 |
| 11 | 15 |
| 12 | 23 |

Reporting of Grades

For grades 9 – 12, the school year is divided into two semesters. Final reports are issued at the end of each semester to give the student and the parents an indication of the student's overall academic progress in each subject area. In addition to semester reports, a progress report will be issued at the end of each nine-week period. These reports represent the student's cumulative progress to that point and are not a part of the student's permanent record.

For grades 7-8, the school year is divided into four quarters and at the end of the school year, the four quarter grades are averaged to determine a yearly average for each subject.

Mid-quarter deficiency reports are issued for students whose work level indicates poor or failing performances. This report serves to give the student and the parents a warning that if work is not improved the student will receive a poor or failing grade.

Honor Code

“A Good Name Is To Be More Desired Than Great Riches.” Proverbs 22:1

The Honor Code at Griffin Christian High School rests squarely on Biblical principles. Moral uprightness must be diligently taught and nurtured in a Christian school committed to the Lordship of Jesus Christ. The Honor Code requires that students act honorably in all phases of student life. The Honor Code rests on the premise that lying, cheating, plagiarism and stealing constitute a breach of the spirit of honor and mutual trust and are not tolerable within the Griffin Christian High School community.

The Honor Code at Griffin Christian High School provides a valuable aid to student life, as it seeks to encourage students to develop as individuals by accepting responsibility for their own actions. As Scripture says, “Each one of us shall give an account of himself to God” (Romans 14:12). The Honor Code also provides tangible benefits. In a school dedicated to learning, it is an obvious advantage for the students to know that their work will be accepted as their own and their word accepted as the truth. The Honor Code expects individuals to think beyond themselves and to realize that any infraction threatens the privileges of the rest of the student body and undermines the trust upon which the system is built.

Honor Code Violations

Honor Code violations are lying, cheating, plagiarism, and stealing.

1. Lying is the intentional falsification or denial of fact, the intentional creation of a false impression, or the breaking of a pledge.
2. Cheating is the giving or receiving of unauthorized information in schoolwork. It is also the representation of another’s work as one’s own. This unauthorized help may include, but is not limited to, the following: copying another student’s work and turning in the work of someone else as one’s own.
3. Plagiarism is a form of cheating. It is defined as either intentionally or unintentionally borrowing someone else’s words, ideas or facts or passing them off as one’s own. Failure to credit the source of those words, ideas or facts properly constitutes an act of plagiarism.
4. Stealing is the taking of anything without the permission of the owner.

Responsibility to the Honor Code

All students entering Griffin Christian High School should realize that the Honor Code prescribes three major responsibilities.

1. An honor code assembly will be held at the beginning of each year to allow students to sign off on their commitment to follow GCHS’s honor code policy.
2. The Honor Code requires that each student refuse to participate in lying, cheating, plagiarism or stealing.
3. The Honor Code urges each student to discourage one’s fellow students from violating this Honor Code.

4. The Honor Code urges that each student should counsel with and/or report any other student(s) who is/are guilty of these offenses.

Every student should, when aware of an infraction of the Honor Code, report the infraction to a teacher, principal, or administration.

All teachers are required to report offenders of the Honor Code to the principal in writing. They may request that action be taken, or for a first time offense, may report that action has been taken.

All students and teachers involved in Honor Code procedures are honor bound to maintain strictest confidentiality within both school and surrounding communities.

Testing Program

Griffin Christian High School administers standardized tests to students for the purpose of collecting substantive data, in addition to preparing our students for future standardized testing as they prepare for college. By administering these tests, we will be able to gather information about the achievements of our students in comparison to national and state norms. We will also be able to address educational concerns that are revealed through the testing results to better insure the best possible education for all GCHS students.

Extracurricular Eligibility

In order to participate in extracurricular activities, students must have passed five classes the previous semester. In order to continue participation, students must be passing five classes each nine-week period. Students not meeting these requirements at each six-week period are placed on three weeks' probation. They may practice and play with the team at the discretion of the parents and the coach.

Students who display attitude and/or behavioral problems may be disqualified from participating in sports, even though they may be academically eligible. The administrator reserves the right to suspend or remove from a team any student considered to be out of compliance with the philosophy or guidelines of the school.

Withdrawals/Transcripts

Transcripts and other information from a student's permanent record will be released by GCHS to educational institutions in compliance with their admission requirements once a student is considered to be officially withdrawn. In order to be considered officially withdrawn, parents must complete and sign a withdrawal form. Additionally, all school-owned books and monies owed (tuition, books, lunches, athletic fees, etc.) must be paid before a student is officially withdrawn.

Refund Policy

Should a student withdraw or be dismissed, there will be no refund of tuition of any month which the student has attended one or more days. Likewise, there will be no refund of any portion of the registration fee or book fees.

GCHS does not release any unused tests should a student withdraw or be dismissed, nor is there reimbursement for the same. Also, students who use school-owned textbooks will not be allowed to use them following withdrawal or dismissal; nor is any portion of the user fee reimbursed.

Insurance

GCHS provides limited accident student medical benefits during school hours and school sponsored activities. The policy is a “full excess” policy – benefits are payable for covered expenses in excess not recoverable from another plan providing medical expense benefits (as described in the Master Policy) to the applicable maximum*. If you need major medical coverage for your child, , you should consult a health insurance representative for coverage. Any claims must be filed within ninety days of the accident. In case of accident, notify the school office immediately. This policy does not cover all expenses of an injury.

*A copy of the benefits is available in the school office and the Athletic Director’s office.

Lunches

Students are permitted to bring a sack lunch or they may purchase meals provided in the cafeteria. Every attempt is made to offer healthy and nutritional meals at a reasonable price. Lunch costs and options available are announced prior to the beginning of each school year.

The cafeteria cannot be responsible for lost or forgotten lunch money. **Any child without money will receive an alternate lunch with the regular cost of lunch being charged to the students account.**

Students need to be courteous and display proper table etiquette while in the lunchroom. The lunchroom should be kept neat and clean at all times.

Students will adhere to the lunchroom rules:

- A. No breaking in line
- B. Dispose of paper and trash in the proper containers
- C. No food, drink, or any other items are to be taken out of the lunchroom
- D. Remain in the cafeteria during lunch period. Permission to leave will be given by the teacher.
- E. Lunch is offered for all students for a fee or they must bring a lunch from home.

- F. The ONLY charge allowed is a whole school lunch.
- G. Students may not purchase snacks for other students.
- H. A microwave is provided for the students to warm food brought from home. Please remember that there are many students, so use of the microwave should only be used for warming food. Don't pack meals that need to be cooked for more than 2 minutes per student.
- I. No more than five (5) lunch charges will be allowed to accumulate at one time per student. Emails will be sent out reminding parents of any charges. After five (5) charges if the money owed is not repaid by the next Monday following the 5th charge, the student will be given an alternate lunch consisting of a PBJ sandwich and water until all of the charges have been paid. **Parents are strongly encouraged to pre-pay their students lunch accounts.**
- J. Students are strongly encouraged not to share food with each other.

Lockers

If demand exceeds availability, students may be asked to share lockers. The student(s) assigned the locker are responsible for damage done to it. Students are urged to secure their lockers with a lock. Lock numbers and combinations are to be registered in the school office. GCHS is not responsible for any items missing from lockers. No student should enter another student's locker without permission.

- Lockers are to be closed and locked during classes.
- Only items/pictures in harmony with the standards of GCHS are permitted on and inside lockers.
- **Food and drink items are not to be left in the lockers overnight.**
- The administration will inspect lockers periodically.
- Anything contrary to the standards of GCHS will be removed by the administration.

Miscellaneous Fees

There will be miscellaneous expenses for school activities, supplies, and events such as field trips. Individual teachers will notify parents of their students about these fees in advance.

Each Student is expected to participate in two school wide fundraisers per year (one each semester). If you wish not to participate, you may choose to pay an \$40 fee per semester for a total amount of \$80.00.

Use of School Telephones

School telephones are business telephones and are not to be used for personal conversations. Students must use the telephone in the school office when it is necessary to make a call. No student is permitted to use any of the other telephones on campus. No student will be called to the telephone unless it is an emergency.

Cell Phones

It is against school policy for students to use cell phones during the school day. Cell phones may not be used on campus from 7:55AM until 3:30PM. If a student violates the cell phone policy, the following will be enforced: 1st offense: phone will be taken up and turned in to the office. The parent will be called the phone will be returned to the student at the end of the day. On the 2nd offense: phone will be taken up and turned in to the office. The parent will be called and must pick the phone up from the office, detention will also be assigned. 3rd offense and beyond parent must pick up phone and additional days of detention are assigned.

If students own cell phones, they are encouraged to keep them either in their vehicle or in their locker during school hours. Students may use the phone in the office when needing to make a call. In addition, parents needing to talk to or leave a message for their student may call the school office where the office staff will be happy to assist them.

At the discretion of the principal, the cell phone policy may be relaxed.

Inclement Weather Policy

When severe cold weather, icing conditions, or snow creates unsafe conditions, GCHS will be closed.

Announcements of such closing will be made on the following:

- Fox News
- WSB News Talk Radio 750
- Via Text Message/Email
- Sycamore Education

Usually when the Griffin-Spalding county school system closes for inclement weather, GCHS does also. However, some of their closings are related to the effect of the weather on their mass transportation system and will not affect us. Please verify our closing by listening to the media.

Visitors

The campus of GCHS is a closed campus for the safety and protection of our students, faculty, and staff. ALL visitors must report to the school office for a Visitor's Pass. No one should go directly to a classroom or to any other area of the campus without a pass. All visitors and parents are expected to abide by the rules of GCHS when on campus. **This includes appropriate clothing and also the rule prohibiting the use of tobacco on campus and on field trips.**

Due to limited space, students are not allowed to bring visitors or guests with them to school.

Visitors are to only enter the front entrance of the high school building. **Students are to never open any entrance for anyone – even if they know the person.** Students who violate this request are subject to disciplinary action.

Parent Conferences

All GCHS faculty members appreciate and encourage parent conferences. Any time a parent would like to meet with a teacher, he/she should contact the teacher via e-mail or call the office to make an appointment with the teacher. Faculty members will not be allowed to leave a classroom during their regular instruction hours to take telephone calls. Any parent wishing to speak with a teacher must leave a message for the teacher to return his/her call during the teacher's planning period or after school.

Parents who desire a conference with the principal in regard to a conflict or issue involving a teacher should first schedule a conference with the teacher. Following this conference, should the conflict remain unresolved, the parent should contact the principal for a conference.

Counseling

Griffin Christian Academy and Griffin Christian High School want each student to succeed. Knowing that there are times students may encounter situations which affects the students' emotional, mental state, and interfere with their success, we would like to utilize the counseling resource available to us. As a part of our program for enrolled students, we want parents to understand they are granting permission, for the students to benefit from the counseling services. The counseling will remain confidential, and will be referred as the administration and staff deem necessary. Parents can request for their child to receive counseling, and students can request to speak with a counselor.

Touch of Healing Counseling will provide professional counseling for the students of Griffin Christian Academy and Griffin Christian High School. The Master's level therapists are to use their professional training to assist in the support of the

students' academic success. The counseling services will be offered to all students with identified concerns or needs, by means of individual or group counseling. The purpose is for the further development of their academic, career, along with their personal and social skills. The therapists will consult and collaborate with parents/ guardians, teachers or administrators, as needed, regarding appropriate services for students identified concerns or needs. The Students may be referred by the administration or teachers or students can seek counseling by self-referral. Each student will be assessed and receive up to 2 sessions, without charge. If further services are needed or recommended, the therapist will contact the Principal and make contact with the parent/guardian for continuation of services or a referral to another resource. The parents will be responsible for fees after the initial 2 sessions for counseling services received. The students continuing with counseling will receive a discount rate, if insurance is not available.

HEALTH SERVICES

Griffin Christian High School is required to have a Certificate of Immunization on file for each student. It is imperative for the school to be advised of any serious or chronic health problems. Parents/legal guardians should notify the school office of any health issues. This information is required in each student's file.

First Aid / Sickness & Emergencies

If a child has a minor injury at school, they will be attended in the office; we will notify the parent. If an injury is serious, we will contact parents to help decide appropriate action. If a child has a major injury, we will call the Griffin/Spalding County Emergency Service first and then contact the parents.

We will call the parent of any child with a fever (fever is a temperature of 100 degrees or higher) to come and pick him or her up. If the child does not have a fever, we will determine whether or not to send him/her back to class or call the parent. If a child has a fever in the morning, he/she should not be brought to school. A child must be fever free without medication for 24 hours before returning to school.

If a student becomes ill at school, a parent will be called to come and pick up their child as soon as possible. Students will not be allowed to leave with anyone other than their parents or someone designated by their parents. In the interest of the health of the entire student body, ill students may not return to school until they have been fever free without medication for 24 hours. Likewise, students who have an illness that causes vomiting may return school after they have gone 24 hours without an episode of vomiting.

Griffin Christian High will not administer non-prescription or prescription medications without written consent. If your child is on medication prescribed by a physician, the medication will be given with written consent and instructions as provided by the parent/physician. Some non-prescription medications such as Ibuprofen, Tylenol, Advil, are kept in the office. They will be available to student

at parent request/permission. The parent(s) and/or guardian(s) should provide any medications that you wish for your child to be given in case of a headache, cold, sore throat (other than a cough drop) upset stomachs (other than Tums), toothache, sore throat spray, etc. This policy is for the protection of your child as there are possible side effects for medications and some do not interact well with other medications the child may have been prescribed. A signed Medical Authorization form is required for each student.

Extended time without active participation in physical education classes requires a written note from a physician.

Safety and Security Office

Due to the foresight of Griffin First Assembly and School Administrative Staff, a Safety and Security Director has been hired and is in place to provide policy development, training and oversight to assist with traffic logistics, planning and operation, work with students and faculty in promoting and implement safety programs, serves as a guest speaker for classes where his expertise is beneficial, is available for students to discuss problems and questions concerning the law, and helps in many other ways to ensure the safety and security of the campus.

The Safety and Security Director is a POST certified Law Enforcement Officer and has the authority to interview students that may be witnesses to an incident without first contacting a parent/guardian. Students that are suspects in illegal activities may be interviewed by the Safety and Security Director or any member of law enforcement with a school administrator present. Parent/guardian will be notified following the interview by the Safety and Security Director or a school administrator.

Fire and Severe Weather Drills

In accordance with state laws, GCHS conducts fire and severe weather drills to prepare students, faculty, and staff for emergency situations. All students will be expected to regard these drills seriously & follow instructions given.

Lost and Found

Students are responsible for their personal property; the school does not accept any responsibility for students' property. Students are cautioned not to bring valuables or large amounts of money to school. Students are encouraged to label all personal items with their name. Students who find lost articles are instructed to take them to the school office to be placed in the "Lost and Found". Lost articles, which are not claimed within a reasonable time, will be given away.

Pledge and Prayer

Each school day begins with the Pledge of Allegiance to the American Flag, Christian Flag, Bible, and a word of prayer. All students are required to participate.

Field Trips

A note of explanation from the sponsoring faculty member will precede all field trips sponsored by GCHS. The following policies apply to field trips:

- 1) Students and parents who attend are required to adhere to school policies with respect to conduct and appearance.
- 2) A fee may be assessed to cover transportation, expenses, and/or admission costs.

Dress Code

Students must be in dress code to attend class. Students are expected to be in dress code when they enter the building in the morning and should remain in dress code the entire time on campus, including lunch, but excluding physical education. The dress code is applicable at all times when students are on campus and off campus for school sponsored or school-related activities. Students in violation of the dress code Monday through Thursday will lose the privilege of dressing down on Friday of that week.

Shirts

- **Collared shirts are required Monday through Thursday.** Students may wear any collared, buttoned down dress or polo shirt (solid, striped, plaid or checkered but not camouflage, flannel, denim, sleeveless or sheer). Shirt must be worn loose-fitting, and neat looking; NO graphics. When wearing a buttoned shirt, it must remain buttoned at all times.
- Sweaters and nice sweatshirts may be worn over the collared shirts during the cold winter months (thermal shirts are not allowed).

Pants, Shorts, Capris, Skirts

- Khaki-style or cargo pants, shorts, and capris (girls only) – **non-stretch cotton or cotton-twill only** – with fly front, any color, but no plaid. They must be tailored (not too large or too small) with a proper hem. No fraying or torn look; Shorts may be no shorter than 2 inches above the knee and must be modest looking.
- Skirts, conservative dresses– non-stretch cotton or cotton-twill only. Skirts may be no shorter than 2 inches above the knee. Leggings may be worn underneath appropriate dress or skirt.
- Athletic wear, sweatpants, joggers of any kind and pajama pants are not allowed at any time.

- Tight Fitting pants, skirts or dresses are not allowed. Low cut tops are not allowed.

Outerwear

- Collared Shirts Must Be Worn Under All Outerwear.
- Solid or striped cardigan or sweaters may be worn
- Nice Sweatshirt or hoodies may be worn.
- No camouflage jackets or coats are allowed.

Belts

- Must be worn with any pants, shorts, capris, or skirt requiring a belt.

Shoes

- Students may wear casual sport shoes, loafers, deck shoes, dress boots, dress shoes, or tennis shoes.
- Absolutely no flip flops or soccer sandals are allowed at any time.

Personal Appearance

- **BOYS** – no pierced jewelry is allowed on campus or at school-related functions.
- **GIRLS**—pierced jewelry is limited to earrings with a max of two per ear.
- Tattoos of any nature cannot be exposed on campus or at school-related functions.
- Hats, caps, bandanas or sunglasses may not be worn in the school building.
- Blankets are not acceptable.
- Hair should always be clean, neat and well groomed. No extreme haircuts or colors. Hairstyles that reflect worldly fads such as designs in the hair, dyed hair that is not a natural color, etc... is not acceptable.
- Hair (male students) shall be no longer on the sides than the bottom of the ear and will not be below the collar of the shirt. Hair should also not come below the eyebrows
- **Male Student Facial Hair Policy:** Modest facial hair is allowed for male students in 9th-12. Male students in 7th & 8th must be clean shaven. Students must remain neatly groomed or clean shaven at all times. No beards allowed. *Students who fail to comply with this policy will be subject to the following:
 - - **1st offense** – Parent will be called and student must be in compliance the following day and serve one-day detention.
 - **2nd offense** - Student will lose the privilege to have modest facial hair and will have to be clean shaven daily and two days' detention.

- **3rd offense** – Student will be assigned Saturday detention each time he is not in compliance with the facial hair policy.

Dress Down Fridays

On Fridays students will be allowed a dress down day. On these days only, students will be allowed to wear jeans; however, they must not be faded or frayed or have patches or holes. T-shirts may have a sports team or logo. Christian shirts are also permissible (no shirts advertising Christian bands.) Shirts w/ cliché type sayings are not allowed. Sleeves should cover the upper portion of the arm. Shell sweaters over camisoles are not permissible. **Friday Dress Down may be suspended at any time for individuals, groups or school-wide.**

Prohibited Items / Searches and Seizures

Griffin Christian High School believes in having high standards for student learning. It is also believed that the following items distract from the learning process. Therefore, students are asked not to have the following during class times. If a student has any of the following items during the school day, the first time they will be taken from the student and a parent or guardian must make arrangements to retrieve the item. Each subsequent time, students will also receive detention or other disciplinary action.

Items that should not be brought to school or to school functions include, but are not limited to, the following:

- Alcoholic beverages
- Tobacco products
- Toys
- Guns
- Matches
 - Cigarette lighters and other types of lighters
- Explosives
- Knives
- Weapons of any kinds (see the paragraph on weapons below)
- Bullets
- Chains
- Beepers
- Radios
- Televisions
- Games (electronic and other)
- Drugs and other medication (unless the proper forms are on file with the school)
- Excessive grooming products
 - Video, DVD, CD players, etc.
- Ipods or other tablets not deemed for classroom use
 - Magazines
- Inappropriate literature

- Laser pens
- Pepper spray
- Collectibles
- Occult related items
- Any items of extreme value
- Playing cards/dice/etc...
- Live animals

Drug Use/Substance Abuse

The possession, use or distribution of illegal drugs, controlled substances or alcohol and/or misuse of over-the-counter drugs, is prohibited. Students connected to, in the presence of, or associated with any drug-related persons or events may be required to submit to drug testing and are subject to dismissal. GCHS is considered a drug/alcohol-free zone and therefore practices a zero tolerance policy as it relates to the possession, use and/or distribution of illegal drugs or controlled substances on its campus and at school events. Minimum Suspension: Five (5) Days Out of School with possible expulsion.

Weapons

A student shall not possess, handle or distribute a knife, machete, razor, ice pick, explosive, loaded cane, sword cane, firearms, including pistol, rifle, shotgun, pellet gun, BB gun, or any other object that reasonably can be considered a weapon including but not limited to objects that appear to be weapons and may be possessed, handled, distributed, or transmitted in a manner indicating that they are in fact weapons.

Searches on Suspicion of Illegal or Unauthorized Materials and Prohibited Items

In the event the school suspects that a student possesses an unapproved item, Griffin Christian High School reserves the right to search a student's person and belongings, including but not limited to automobiles, backpacks, athletic and other bags, purses, pockets, school boxes, lunch and other boxes, lockers and desks. Registration of the child constitutes the parental consent to such searches. Additional parent or student permission is not required. A minimum of two Griffin Christian High School staff members must be present during all searches. During the search, staff members will not directly touch the students. Griffin Christian High School reserves the right to require drug testing, should the school suspect that a student has been using one or more drugs. The test(s) will be conducted at a doctor's office, medical laboratory, or clinic within 24 hours of notification. Notification will be personally delivered to the parent/guardian. Transportation to and from the doctor's office, medical laboratory, or clinic is the responsibility of the parent/legal guardian. The cost of the testing is to be paid by the parent/legal guardian. The test(s) may be done for marijuana, cocaine, and any other illegal or controlled substances. Official results of the drug test(s) must be delivered to the school administration. Students who have undergone drug testing will not be allowed to return to class without a negative test result. A positive test will result in immediate withdrawal/expulsion of the student from

Griffin Christian High School. Refusal to take the drug test will result in the student being expelled from the school.

Sexual Harassment

Sexual harassment is contrary to Biblical teaching, violates federal law, and will not be tolerated at Griffin Christian High School. Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational environment. Any student who becomes a victim of sexual harassment should immediately report the incident to the principal, assistant principal, or counselor and their parents or guardian. School authorities will investigate all such reports immediately. Criminal charges will be handled by civil authorities. Any student found to have violated this policy will be subject to disciplinary action up to and including expulsion. All such reports will be handled discretely to maintain confidentiality in order to protect the student making the report. However, the school is required by law to report any incidents of child abuse to the appropriate state agencies. If a student has concerns about the nature of any conduct or physical contact by a fellow student or by a member of the public, the student is encouraged to report this conduct to the principal, assistant principal, or counselor as well as discuss the concern with his or her parents or guardian.

Improper sexual conduct/sexual harassment of another student

Students shall not harass other students or any school employee through conduct or communications of a sexual nature. Sexual harassment and sexual misconduct, as defined above, may include but is not limited to the following:

- 1) Verbal harassment or abuse
- 2) Pressure for sexual activity
- 3) Repeated remarks to a person with sexual or demeaning implications
- 4) Unwelcomed touching
- 5) Having/Viewing lewd or pornographic material
- 6) Sexual immorality
- 7) Communication in any public forum in support of sexual impurity or harassment, or non-heterosexual orientation

Immorality

Students are expected to maintain moral purity as is outlined in God's Word. Unacceptable sexual behavior includes but is not limited to inappropriate contact and any issue associated with pornography, whether on or off campus. Discipline consequences could include dismissal/expulsion from school. Reference: Colossians 3:5, I Corinthians 6:18, Matthew 5:27-28, Mark 7:20-23, Romans 1:26-27

Bullying/Fighting

Bullying is an ongoing series of physical and/or emotional events designed to make the target of the bullying feel uncomfortable or afraid. These actions may include pushing, hitting, deliberately excluding another student from a group, name calling, making mean-spirited statements, and continuously making fun of someone. Griffin Christian High School will not tolerate any behaviors of this nature. Students who engage in this manner of behavior will be subject to disciplinary action up to and including permanent dismissal from school. Threats Griffin Christian High School considers the safety and well-being of all students and staff to be of the utmost importance. Each student is expected to adopt an attitude of respect for each of his/her classmates and teachers. Actions or statements of a threatening nature toward any person on campus will not be tolerated. Students who engage in such behavior (even in a manner they themselves perceive as “joking”) will be subject to disciplinary action up to and including permanent dismissal from school.

Bullying is a behavior, which is subject to the school’s discipline policy; regardless as whether it occurs on or off campus. Bullying takes many forms, such as verbal, physical, or written threats. It can occur in a variety of places, such as school, neighborhoods, online (including all social media) and all forms of texting.

The following definition will be used as a guideline to determine if a behavior is considered “bullying”. This is not an exhaustive definition, only a framework.

“Bullying is unwanted, willful behavior that involves real or perceived threat(s) and/or intimidation.”

Three questions will assist in determining if a behavior is considered as “bullying”:

- 1) Is it repeated, persistent, and/or pervasive?
- 2) Was there an intentional display of force, intimidation, or humiliation, real or perceived?
- 3) What is the level of disruption in the orderly operation of the classroom and/or school environment?

Discipline Philosophy & Procedures

In order to provide an environment that fosters spiritual and academic growth for each student, the GCHS administrative body has adopted a standard of behavior. Our goal is to clearly define the school’s standard and expectations of each student.

In order to build Godly character within the hearts of our students and to establish a daily environment that promotes excellence in academics and conduct and creates self-discipline within each student, it is imperative that the discipline policy be strictly enforced. The intent of the school is to be consistent in the enforcement of consequences and to be fair by avoiding partiality.

Definitions

The discipline policy applies to all school functions and activities.

Demerit – Demerits are issued based on the structure explained below to deal with violations of the guidelines of Griffin Christian High School. It is also a way of identifying problems, as well as keeping parents, students, and teachers informed regarding a student's disciplinary status.

Detention – Detention is a period of time when the student is required to remain after school. Detention is assigned when a student accrues three (3) demerits. There is a charge of \$5.00 per detention. When assigned detention, a student will receive written notification. The notification form must be signed by a parent and returned the following day. Detention begins promptly at 3:35; students are expected to be on time and remain the entire hour. Failure to comply with these procedures will result in another detention being assigned. **Detention will not be rescheduled due to a student's participation in after school activities or sports.**

Parent Conference – After a student has received (12) demerits, a parent conference and a 2nd detention will be required. Parent conference are designed to implement a plan to redemption and/or correction for the student.

Saturday Detention – Saturday detention will be served from 7:30AM – 10:30AM **at the cost of \$50.00 to pay for the supervisor.** During this time frame, students may be requested to clean up around the building and/or campus, and/or given a writing assignment concerning their behavior.

In-School Suspension – During an in-school suspension, a student comes to school but remains apart from his/her regular classes for the day. He/she is required to complete the assigned work for the day. There will be a \$75.00 charge to cover the need for the substitute to monitor the student.

Disciplinary Probation – Any student that is placed on disciplinary probation will be closely monitored by their teachers and administration for (4) weeks and specific changes in behavior are expected. If any Level 3 or Level 4 offense is committed during probation it will be a cause for recommendation for expulsion. At any time during the probation, if the administration determines that necessary behavior changes have not occurred, a recommendation for expulsion may be given. Disciplinary probation may be assigned for any new students with previous disciplinary problems.

Out-of –School Suspension – Out-of-School Suspension means a student is not allowed to attend class or participate in any Griffin Christian High School activity. Students are not allowed to make up assignments for out-of-school suspensions and zeros will be given for all missed work.

Expulsion – Students may be expelled from Griffin Christian High School or refused permission to return the following year for continual disobedience, or for offences, which threaten the safety, order, or moral and spiritual well-being of Griffin Christian High School. Expulsions may be issued for the remainder of a

school year or may be permanent. The following offenses will result in immediate, indefinite expulsion from school. Students expelled from GCHS will not be permitted admission into any GCHS activities for the remainder of the school year in which they were dismissed. This includes all sporting events, Junior/Senior Banquet, concerts, etc.

- Possessing, selling, using, distributing or under the influence of Tobacco, Alcohol or Drugs
- Possessing and/or using a weapon.
- Bullying, harassing, and/or physically harming and/or threatening another person (student, parent, teacher, etc.)
- Improper sexual conduct/sexual harassment of another student
- Any student arrested by a law enforcement agency **and** convicted of a crime (other than minor traffic violations) will be dismissed from GCHS.

An arrest for a major crime will result in immediate expulsion.

Demerit System

| | |
|-------------|---|
| 3 Warnings | 1 Demerit |
| 3 Demerits | One Day Detention |
| 6 Demerits | Two Days Detention and Parent Conference |
| 12 Demerits | Saturday Detention and Parent Conference |
| 18 Demerits | In-School Suspension and Disciplinary Probation |
| 24 Demerits | Two Days In-School Suspension |
| 30 Demerits | Out of School Suspension and Parent Conference |
| 36 Demerits | Expulsion |

Warnings (Level 0) – A warning is issued for Level 0 offenses. For Every (3) warnings a student receives (1) demerit. After student receives their (18th) warning, every warning thereafter will be equal to (1) demerit.

Level 0 Offenses (3 warnings = 1 demerit)

- Failure to follow dress code policy – 1st offense -3rd offense
- Unexcused tardy to class
- Actions determined to merit a Level 0 offense

Level 1 Offenses = (3 - 6 demerits)

- Failure to follow direction
- Classroom disruption
- Disrespect to another student
- Failure to complete teacher assigned punishment
- Excessive tardies to class
- Failure to follow dress code policy – Excessively
- Chapel disturbance
- Dismissed from class 1st – 2nd offense
- Other actions deemed as Level 1 offenses by administration

Level 2 Offenses = (6 - 12 demerits)

- Inappropriate communication (spoken, written, or read)

- Skipping class
- Physical contact between male/female students (hugging front to front, kissing, etc.)
- Disrespect toward faculty, staff, or any other adult
- Use of school equipment without staff permission
- Accidental destruction/defacing of school property (parent responsible for cost to repair/replace property)
- Reckless driving on campus (may result in suspension or loss of driving privileges)
- Dismissed from class – 3rd offense
- Other actions deemed as Level 2 offenses by administration

Level 3 Offenses = (12 - 18 demerits)

- Lying
- Forgery
- Cheating (student will receive a zero on the assignment/test)
- Threatening, bullying, etc. another (1st offense)
- Repeated failure to comply with school rules
- Other actions deemed as Level 3 by the administration

Level 4 Offenses = (18 -30 demerits)

- Fighting
- Class/School Disruption (fireworks, stink bombs, pulling fire alarm, etc.)
- Threatening, bullying, etc. another student (2nd offense)
- Deliberate defacing/destruction of school property (parent responsible for cost to repair/replace property)
- Leaving school grounds without permission
- Stealing
- Other actions deemed as Level 4 offenses by the administration

Policies for 9th thru 12th Grades

Graduation Requirements

The Georgia Board of Education requires that students receive 23 units in order to be eligible for graduation. Each unit is equivalent to one year of study. GCHS Graduation requirements meet this requirement. However, GCHS students will graduate with a minimum of 27 credit hours.

| Required Areas of Study | Carnegie Units | Instructional |
|-------------------------|----------------|--|
| English/Language Arts | 4 | Grammar and usage; Literature (American, British/AP, World, and 9 th English) |
| Mathematics | 4 | Algebra, geometry, and more advanced courses |
| Science | 4 | Physical Science, biology, chemistry, physics, or Adv Biology (Anatomy) |

| | | |
|--------------------------------------|-----------|--|
| Social Science | 4 | One unit in American History, One unit in World History, One-unit Government, and One-unit Economics |
| Foreign Language | 2 | Two units in one language |
| Physical Education | .5 | Physical education course |
| Health and Safety | .5 | Comprehensive health course |
| Fine Arts | 1 | |
| Electives | 3 | |
| Total Required for Graduation | 23 | |

****In addition to these requirements, student may be expected to take other courses that are required by Griffin Christian High School.**

****In order for a student to be eligible to graduate from GCHS, the student must have earned at least 2 credits through courses taught at GCHS.**

Valedictorian and Salutatorian

Senior class valedictorian and salutatorian are determined by the cumulative overall eighth semester GPA and will be finalized at a designated cut-off date during the 2nd Semester. To be eligible for this honor, students must have attended GCHS their junior and senior years.

Seniors earning a cumulative academic GPA of 3.5 or higher will be recognized as Honor Graduates.

Commencement

Participation in Commencement Exercises is a privilege. A student's privilege to participate is contingent upon his/her behavior, attitude and meeting academic requirements. Parents of seniors who are in jeopardy of not graduating will be advised of their student's status.

Repeating Courses

Information concerning options for credit recovery is sent home with semester report cards. Students who choose to make up failed courses at GCHS at another time will be scheduled for those classes based on availability, only after all other students are scheduled. Students may consider making up courses through GCHS online.

College Entrance Examinations

Registration materials for college entrance tests are available at collegeboard.com. The American College Testing Program (ACT) is required by some state colleges and universities while the Scholastic Aptitude Test (SAT) is required by the state colleges and universities of Georgia and many other states. It is strongly recommended that students take the SAT or ACT at the end of their 10th grade year. Information concerning dates, times, and places for these college entrance examinations are available at collegeboard.com and are usually posted on the school bulletin board.

Dual Enrollment and Early Graduation

Junior and Senior students at GCHS are allowed to take courses for college credit with a partnering College or University. The following criteria must be met in order for students to participate in dual enrollment:

1. Any schedule of courses to be attempted off campus must be approved by the administration of GCHS. Parents must schedule a meeting with the Principal for approval of specific courses *before* scheduling any courses with the college
2. Applicants must have at least a 3.0 GPA.
3. Minimum Score Requirements: SAT 520 each on Critical Reading and Math. ACT: 22 Composite Score with at least 22 each on English and Math.
4. Only Juniors and Seniors may apply for dual enrollment. (Sophomores may apply during the second semester.)
5. Students who apply for dual enrollment must have positive teacher recommendations.
6. Applicants must submit grades (official transcript) from the college to the office as soon as they are received by the student. Students may not make less than a "C" in any class in order to be permitted to continue dual enrollment. Grades earned in a dual enrollment program are required to be included on the high school transcript per Move On When Ready (MOWR) Regulations governed by the Georgia Student Finance Commission.
7. Information/applications for the Dual Enrollment Program (Move On When Ready (MOWR) can be found at GACollege411.org. Students apply online in order to receive state funding for the program and are also required to print the appropriate application for GCHS office files.

Any student wishing to take extra classes for the possibility of graduating a year early must be approved by the administration and must also meet criteria 1-3 above.

Dual Enrollment grading scale is as follows:

| College Course Grade | Transcript Grade |
|----------------------|------------------|
| A | 95 |
| B | 85 |
| C | 77 |
| D | 72 |
| F | 60 |

The exception to this grading scale is if the professor provides a numeric grade.

College Visits

Seniors may be excused two days for college visits; juniors may be excused one day. The only exception to this rule will be absences due to scholarship consideration.

Following a college visit, the student must present to the administration a letter from the college registrar or college admissions office stating that the student has visited the campus.

All college visits for other underclassmen are unexcused. Underclassmen are urged to use teacher in-service days and weekends for any travel to colleges.

Transcript Requests

Students must complete a request to have transcripts sent to a post-secondary institution. This includes final transcripts. Once the request has been received, the office will mail the official transcript within two business days. Each senior will receive one complimentary transcript. There is a \$3.00 charge for additional transcript requests.

Senior and/or other Pranks

The board of GCHS/First Assembly of God and the administration of GCHS have adopted a zero tolerance policy for pranks that disrupt any part of the school day, cause destruction, inconvenience teachers or other students, etc. Students who participate in any prank will be subject to disciplinary action, which could include expulsion from school.

Parking and Driving

Students who drive vehicles to school will park at their own risk and must understand that the Griffin Christian High School and Griffin First Assembly cannot be held responsible for the vehicle or its contents. The following guidelines are to be followed by students who drive their own vehicle to school. Failure to abide by these guidelines may result in denial of driving privileges.

1. The Student Parking Lot will be for students who drive to school. Permits cost \$30 until after Spring Break. At that time the parking permit fee will be \$20. Students who purchase permits will sign a card stating that they have read and understand regulations and expectations for parking on campus. The driver must adhere to these regulations or risk losing his/her permit.
2. Replacements for lost, misplaced or stolen permits are available for a cost of \$20.
3. Students must park in the marked spaces of the student parking lot (on the east side of the school building) and in their assigned parking spot.
4. Students should not take up more than one space. Parking in multiple spaces will not be allowed.
5. Permits may be purchased during designated sales periods prior to school starting or in the front office. A valid Georgia driver's license, tag number and description of the vehicle are required at the time of purchase. All cars parked on the campus must be registered.
6. Sale or transfer of permits between students is prohibited. Students involved in this practice will be subject to disciplinary action, including loss of driving privileges.
7. Students that drive more than one vehicle must move the parking hang tag to the proper vehicle. Information for all vehicles must be on file in the office.

8. If you purchase a parking permit and then change vehicles that you will be driving on a regular basis, you must stop by the front office and make the necessary changes.
9. All vehicles are subject to search if, in the opinion of the administration, reasonable suspicion of a violation of a school rule exists.
10. Neither the school, Griffin First Assembly, nor any staff member will be responsible for any damage to car locks or batteries if a student or parent makes a request for help.
11. For the safety of those on the Griffin First Assembly campus, at no time shall a student pass other vehicles. Reckless driving or speeding will result in loss of parking privileges at the school (No warning will be issued).
12. Drivers should yield to pedestrians at all times.
13. Once on campus, students may not sit in parked cars or congregate in the parking lot.
14. Students are not allowed to return to their cars or to drive their cars during the school day without permission from the school office.
15. Students must not allow another student to ride in their car without written permission from both sets of parents.
16. No loud music from the vehicle will be tolerated.
17. All vehicles should be locked.

No warnings are issued for parking/driving violations. ***This is considered your warning.***

ATHLETICS

Philosophy

The athletic program at Griffin Christian High School believes that every student-athlete should be given the opportunity to improve. Athletics should challenge students to become better athletes but most importantly better human beings. Through Christ's strength, the athletic program will strive to empower student-athletes to realize their potential.

Purpose

Griffin Christian High School athletics serve to improve the overall qualities (physical, emotional and spiritual) of young men and women through athletic participation and competition so as to produce Godly leaders for the next generation. The coaches and Athletic Director serve the students in pursuing their dreams and goals on and off the field of play. This manual functions as a guide to accomplish this goal.

Core Values

- **Character:** Be who you say you are
- **Excellence:** It is the little things that matter the most
- **Integrity:** Do what you said you were going to do
- **Loyalty:** Stand behind leadership and stand with each other

Athletic Programs

GCHS athletic programs will be offered as follows, based on the level of interest:

Middle School

Fall

Volleyball (Girls)
Football (Boys)
Girls)
Cross Country (Boys, Girls)

Winter

Basketball (Boys & Girls)
Cheerleading (Girls)

Spring

Baseball (Boys)
Tennis (Boys &
Track (Boys & Girls)

High School

Fall

JV Girls Volleyball
Varsity Girls Volleyball
Varsity Girls Softball
Baseball
Varsity Boys Football
Varsity Cheerleading
Varsity Cross Country
Shooting Sports

Winter

Varsity Cheerleading
JV Girls Basketball
JV Boys Basketball
Varsity Girls Basketball
Varsity Boys Basketball

Spring

Varsity Golf
Varsity Tennis
Varsity Boys
Varsity Girls Soccer
Varsity Boys Soccer
Varsity Track

Eligibility Requirements

Middle School

In order to participate in extracurricular activities, Middle School student/athletes must have passed five classes the previous semester. In order to continue participation once season begins student/athlete must not be failing in more than one class. Student/athlete grades will be checked every 4.5 weeks. A failing grade in one class will result in a two-week probationary period where participation can continue, but will be checked again at the end of two weeks to determine continued participation. If a student/athlete is failing more than one class the student/athlete will be ineligible for participation in practice and/or games of the current sport until grades resume passing status.

High School

In order to participate in extracurricular activities, High School students must have passed five classes the previous semester. In order to continue participation once season begins student/athlete must not be failing in more than one class. Student/athlete grades will be checked every 4.5 weeks. A failing grade in one class will result in a two-week probationary period where participation can continue, but will be checked again at the end of two weeks to

determine continued participation. If a student/athlete is failing more than one class the student/athlete will be ineligible for participation in practice and/or games of the current sport until grades resume passing status. Students who display attitude and/or behavioral problems may be disqualified from participating in sports, even though they may be academically eligible. The administrator reserves the right to suspend or remove from any team any student considered to be out of compliance with the philosophy or guidelines of the school.

Age

A student is eligible to participate in Middle School athletics if the student is currently in the 6th, 7th, or 8th grade. If there are not enough students to field a team, eligibility may be opened up to 5th grade students at the discretion of the Athletic Director. The only exception to this at this time is C-Team Football.

A student is eligible to participate in High School athletics if the student has not turned 19 prior to May 1st and if the student has not completed eight consecutive semesters of participation (excluding 8th grade) preceding the year of participation.

Discipline

A student is eligible to participate if the student is not currently under disciplinary action, which includes In School (ISS) or Out of School (OSS) Suspensions.

Try Outs

At times sporting teams at GCHS require that students try out for a team. If a student misses try outs, participation will be determined based on a roster spot being available as well as the coach and athletic department deciding to allow late additions to rosters.

Athlete Participation

Athletic participation is highly encouraged at GCHS. However, being a part of a team is not a right but rather a privilege. Those student-athletes who put forth the necessary effort, demonstrate a positive attitude, and possess the skills necessary to make the roster for any given sport will “make the team.” Anyone who is cut from a team is encouraged to try out again next season or to try another sport. Parents should expect that every student-athlete is treated fairly and given full consideration.

As mentioned, being a part of a team at GCHS is a privilege. Coaches will attempt to help improve every student-athlete who makes the team. Nevertheless, this does not mean that everyone will get equal playing time. The coach will determine who plays and will develop the individual players and the team physically and spiritually in order to develop the GCHS athletic program.

Any display of unsportsmanlike conduct, including profanity and taunting or gesturing toward an opponent, the crowd or an official is not tolerated whether an official infraction is issued or not. Disciplinary action will be taken against any student-athlete who displays unsportsmanlike conduct.

At the Varsity level, unsportsmanlike conduct resulting in ejection from a game will also result in disqualification from participation in the next game and a fine of \$50.00. Payment of this fine is the responsibility of the student-athlete and his/her parent/guardian.

Uniforms and Equipment

Each student-athlete will be issued uniforms and equipment, which will be in good condition. Student-athletes are expected to keep up with and take care of their uniform and/or equipment while it is in their possession. If lost or abused, they will be charged for full replacement. Uniforms may only be worn for games or special events designated by the coach. Uniforms must be returned before a student-athlete receives a uniform for another sport, receives progress reports or report cards, or receives any awards. Further, uniforms must be returned laundered. In the event that the uniform has not been laundered, the student-athlete will be invoiced for cleaning.

School Attendance and Assignments

Student-athletes are not to be tardy or absent to school the day after a game. Assignments that are due are not to be excused. Also, work that is missed because of early dismissal to participate in a game must be completed and returned as requested by the teacher. In order to participate in practice or a game, student-athletes must be present at school at least ½ of the school day.

Practice and Attendance

Student-athletes are to be at all practices and games; however, we understand that some things come up that are unavoidable. It is the student-athlete's responsibility to inform his/her coach PERSONALLY (not sending word through a friend) when an occasion arises that will cause a missed practice or game. The student-athlete should produce something in writing, whether it is from a parent, doctor, etc., documenting the absence. The student-athlete has three days after he or she returns to the team to produce the documentation. If no documentation is produced, the student-athlete will receive disciplinary action for a missed practice per the coach's judgment.

Dress Code

Practice

Practice uniforms will be decided by each coach and the athletic department and will be mandatory to wear to each practice. Athletes not in approved practice attire will NOT be allowed to practice.

Away Games/Matches

Team uniforms, semi-formal dress, or GCHS normal dress code is appropriate for travel (e.g. collared shirt, shirt and tie, khakis, dress pants, etc.)

Home Games/Matches

Athletes may wear their jerseys for their respective sport. No Cheerleading skirts or other sport shorts during school hours. Other rules will be determined by specific coaches.

Athletic Banquet

Athletes are to attend the banquet in school dress code attire. Any student-athlete who does not comply with this may not receive his or her award at the banquet.

Awards

Lettering

Qualifications for Letters

- A. Only varsity athletes in grades 9-12 are eligible to Letter.
- B. Any athlete who quits will not Letter.
- C. Any senior who participated in each of his years at GCHS will letter.
- D. Any athlete who loses eligibility because of discipline or grades will not Letter.
- E. Any athlete who is unable to play due to injury must have met the lettering fractional requirement before the injury and must support the team after the injury in order to Letter.

Lettering Requirements by Sport

- A. Soccer – a player must have played in 1/3 of the season's periods to letter.
- B. Volleyball – a player must have played 1/3 of the season's sets to letter.
- C. Basketball – a player must have played in the same number of quarters as there were games to letter.
- D. Tennis – a player must have played in 1/3 of the number of season matches to letter.
- E. Baseball and Softball – a player must have played in 1/3 of the number of total innings for the season to letter.
- F. Cheerleading – a cheerleader must cheer in at least half of the

games to letter.

G. Football – a player must have played in the same number of quarters as there were games to letter.

H. Golf – a player must have played in 1/3 of the number of season matches to letter.

End of Year Awards

A. Trophies –four awards will be given to members of each team.

The awards and the recipients will be determined by the head Coach.

B. Letters – the first time an athlete letters he/she will be given a certificate and pin indicating in which sport he/she lettered.

C. Pins – if an athlete letters in more than one sport, he/she will get a pin for each sport.

D. Bars – in subsequent years the athlete will get a bar for each year that he/she letters.

E. Letter Jackets – Once an athlete letters, a letterman jacket can be ordered through T&G Allsports in Fayetteville, or through Herff Jones. You must present your certificate of letterman signed by the Athletic Director when ordering letterman jacket.

F. The Crusader Award – this plaque is awarded each year to one high school athlete and one middle school athlete following the guidelines described below:

1. This award will be given based on Christian Character Only.
2. Coaches will nominate one player from their team for the award.
3. Each teacher/faculty member will vote for one high school athlete and one middle school athlete on a ballot with the nominated athletes.

Transportation

All athletes must travel in designated vehicles **to** away games/matches. If a parent or legal guardian wishes to take **their daughter/son home after the game**, the parent must inform the coach prior to leaving the sporting event. If a parent or guardian is **allowing his daughter/son to ride with someone else**, that parent must let the coach know in writing.

- Sitting on the backs of seats, horseplay or yelling out of windows is not Allowed.
- Boys sit with boys and girls sit with girls.
- No students are permitted to have hands, arms, feet, etc. outside of Windows.
- No one is permitted to throw anything out of the windows.
- Food and drink will be allowed on a bus/van only by permission of the coach. If allowed, the students are responsible for making sure the bus/van is clean.

Pick up Policy

Parents are responsible for picking their student up from all practices and games. Coaches will let parents know in advance at what time the practice will be over. On away game days' students will give the parents an estimated time of arrival and then inform them when the bus is about 20min out. Coaches will stay with the students at the school until a parent arrives. Parents who are continually more than 10 minutes late for the designated pick up time, may result in the athlete not being allowed to travel.

Conduct

On or off campus, conduct for a student-athlete should be representative of the code of ethics at Griffin Christian High School. Any behavior that conflicts with that code of ethics will be dealt with accordingly by the Coach, Athletic Director and Administration of Griffin Christian High School.

Physical Exam and Medical Release

Any student participating in extracurricular activities is required to provide:

1. Annual Physical (Physician's clearance to participate in activities)
2. Medical Release Form (Parent's permission to participate in activities, insurance information, and permission to get medical attention as needed). The forms for the Physical and the Medical Release Forms are available on Sycamore or upon request. If you have any questions or need additional information, contact the Athletic Director. Both forms must be received by the Athletic Director prior to the first day of practice and are valid for the entire school year.

Athletic Fees

Every student-athlete is required to pay an Athletic Fee per sport. The Athletic Fee must be paid prior first game or competition. No student will receive uniforms or be allowed to participate in athletic competitions unless the Athletic Fee has been paid.

Coaches will receive a signed document when payment and physicals are complete by the athletic Director stating the student is eligible to receive uniforms. **NO STUDENT IS ALLOWED TO RECEIVE UNIFORMS OR PARTICIPATE IN EVENTS UNTIL COACHES RECEIVE THIS DOCUMENT. The Athletic Fee is non-refundable, after the first game.**

The Athletic Fee for Middle School sports is \$180 per sport and \$255 for football. The Athletic Fee for High School sports is \$230 per sport and \$330 for football. The Athletic Fee for cheerleaders is \$180 per season or \$255 for multiple seasons (i.e. football and basketball). An additional uniform fee may be required for outdoor sports. When a student plays multiple sports in the same season, they pay the athletic fee for the sport that is the highest and will pay ½ of the fee for the second sport. For example, if a student plays football and runs cross country, they pay the fee for football and ½ the fee of cross country. There is no discount for multiple seasons except for cheerleading as listed.

Dual Sport

An athlete may participate in multiply sports to help fill roster spots under the following conditions:

- They must declare a primary sport.
- They must pay athletic fees of the higher sport and ½ of the secondary sport. This includes any uniform fees and must be paid no matter how many events he/she is able to participate in.
- Must have the approval of both coaches as well as the athletic department.
- Will not miss games and/or practices of the primary sport to participate in the secondary sport. (Unless secondary sport is competing in region or state play offs)

Alternative Education Student (AES) Athlete Policy

Purpose

To allow athletes that choose alternative education the opportunity to participate in sports activities here at Griffin Christian in the effort to grow and maintain a competitive sports program.

Goal

To use AES athletes, if needed (not to exceed 50% of rosters), to fill teams that may be low in participation of currently enrolled students. If interest exceeds the number of spots needed by Alternative Education Students (AES) to fill a roster, then a tryout will be held for just the AES students.

Participants Expectations

- All fees, medical release, and physical forms must be turned in to the GCHS athletic office prior to participation.
- AES athletes must submit birth certificates and report cards to the GCHS athletic office prior to participation.

- AES athletes must submit an updated progress report to the GCHS athletic office every 4 weeks.
- AES athletes must provide transportation to and from practice. They must ride to games on the bus with the team. They can be released to a parent after the game as long as the parent notifies the coach.
- AES athletes and Parent will read and sign the GC athletic manual, agreeing to adhere to the rules that govern all Griffin Christian athletes.
- AES athletes will comply with all rules and regulations regarding student behavior as stated in the Griffin Christian student handbook.

Fees

AES athletes will pay the same athletic fee per sport as enrolled GC athletes pay plus \$200.00. An additional uniform fee will be required for most outdoor sports.

Sports

Griffin Christian offers the following sports to AES students

- Football
- Volleyball
- Softball (Uniform Fee Required)
- Basketball
- Baseball (Uniform Fee Required)
- Soccer (Uniform Fee Required)
- Shooting
- Track/Cross Country (Uniform Fee Required)

Handbook Additions

Griffin Christian High School reserves the right to change policies at any time. Policy changes, corrections, or classifications coming through email, newsletter, or other correspondence from the school shall have the same weight as this handbook and in some cases, such changes to policy or procedures, will be considered a replacement or update to the information in this handbook.

Please read and sign the attached Social Media Contract and Statement of Cooperation. These forms will need to be returned to your homeroom teacher or the High School Office.

Social Media Policy for GCHS Students

Negative or derogatory comments or photos about Griffin Christian High School (GCHS), GCHS students, GCHS administration, GCHS faculty, or GCHS staff are not to be posted on social media sites. Students are expected to take pride in being a CRUSADER. Students should take issues or concerns to the appropriate adult rather than making inflammatory remarks on social media. The following also constitute serious violations:

- ✓ Flaming – online fighting, typically in the form of sending abusive messages in a public forum with the intent to enrage the recipient
- ✓ Impersonating – pretending to be someone else by using that person’s online accounts, or by creating new accounts using that person’s identity, and then posting information or sending messages intended to embarrass, or otherwise cause trouble for the victim
- ✓ Trolling – posting mean, annoying comments on a forum or online discussion area, often anonymously or pseudonymously, with the intent to upset the reader
- ✓ Outing – exposing someone’s private information or secrets on the Web
- ✓ Spamming – sending unwanted messages repeatedly to others, in order to clog up their page or inbox and catch their attention
- ✓ Polling/Superlatives – labeling other students the best at, or most likely to do something
- ✓ Mashups –altering a piece of content in such a way as to humiliate the subject

Internet, E-mail, Texting, Social Networking – Acceptable Use Policy

Students are responsible for using common sense, ethical standards, and good manners when online or texting. “Online” includes email, instant messaging, social networks, blogs, personal web pages, and other similar sites accessed through the Internet. Students who post or send inappropriate material will face disciplinary action, including suspension or expulsion (See Previous Section on Social Media).

Unacceptable communication or communication during school hours is forbidden at all times. Unacceptable communication includes:

- ✓ Profane, lewd, obscene, vulgar, rude language
- ✓ Cyber bullying
- ✓ Sexually provocative pictures
- ✓ Statements to or about another student that may be interpreted as
 - Harassing (persistently acting in a manner that distresses or annoys another person)
 - Sexually provocative
 - Threatening or disrespectful
- ✓ Knowingly post false or defamatory information about a person or organization.

If you are told by another person to stop sending messages or other communication, you must stop. Students should report all such incidents of misconducts to a parent or teacher immediately.

Social Media Networking Sites

Social networking sites such as Twitter, Instagram, Facebook, and others are not allowed to be used at school. However, GCHS realizes many students have access to these sites outside of school. Students are reminded that regardless of where their posting originates, any text, photographs, or videos they put on these sites or similar sites which would be derogatory to the school or the school community, or threaten, demean, or bully students or faculty is prohibited. This could result in suspension or expulsion from GCHS.

Website Postings

Due to the public access and nature of a web domain, students must only post items that are in line with the moral values of the Word of God. Students are not allowed to make posts during school. Students that are found to post during school are subject to disciplinary actions, which may result in Saturday School or In-school Suspension.

STUDENT SOCIAL MEDIA CONTRACT

Student's Name: _____ Grade: _____

Guidelines: Social Media, such as, Facebook, Twitter, Snap Chat, Kik, You Tube, MySpace, Linked In, personal texting, and others, are powerful tools of communication that have significant impact on your personal reputation as well as the reputation of Griffin Christian High School. Your parent/guardian and yourself must read and sign this contract acknowledging the student's responsibility to use Social Media responsibly as a member of Griffin Christian High School. Please use the following guidelines when posting on Social Media sites.

1. Always be authentic. Be honest about your identity. If you post personally, or as a student of Griffin Christian High School, make sure you are aware of the all social media policies as stated in the Student Handbook, as you share your personal views about yourself, other students, school personnel, or the school.
2. Don't be a mole but protect your identity. Never pretend to be someone else when you post personally or as a student of Griffin Christian High School. Tracking tools enable supposedly anonymous posts to be traced back to the authors. Always be honest about yourself and views without providing personal information that could be used against you.
3. Think twice before posting. Privacy does not exist in the world of Social Media. Consider what could happen if a post becomes widely known and how that may reflect on your reputation, the reputation of your family and friends, the reputation of another student, and the reputation of your school.
4. Be respectful and thoughtful. As a student of Griffin Christian High School, be mindful of the school's commitment to a Christian Worldview showing respect and dignity for all people and to the civil and thoughtful discussion of opposing ideas. Treat others the way you would like them to treat you while posting on Social Media sites.
5. Know the rules. Follow a code of ethics. Become familiar with the terms of service and policies of the Social Media sites and networks in which you participate and the appropriate code of ethics required for responsible online communications.
6. Always remember that Cyber bullying is the willful and repeatedly bullying or harassment of another person or persons through the medium of Social Media, which includes, electronic text. Students who engage in Cyber bullying on Social Media sites, including electronic text, can be disciplined by Griffin Christian High School administrators as needed.
7. Remember the Golden Rule. "Do unto others as you would have them do unto you" when you post on any Social Media site.

Griffin Christian High School reserves the right to assess discipline procedures against any student who violates the terms expressed in this contract. Consequences for violations will be at the discretion of the Principal or his designated agent

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Statement of Cooperation

We appreciate you allowing us to serve your family. We believe our students will positively impact this world. Thank you for allowing us to be a part of their lives.

It is understood that my student's attendance to Griffin Christian is a privilege and not a right, and that if at any time his/her conduct, academic progress or cooperation with school authorities is not in keeping with the school requirements, the school reserves the right to terminate at its discretion any student's enrollment.

I understand that while my opinion is valued and my involvement encouraged, the leadership of GCHS is responsible for the managing of the school. I agree fully with the schools policies, and I fully support the teachers and staff in the education of my child. If disagreement or concerns arise about policies or events that have taken place, I will speak directly and discreetly with the GCHS administration to seek a friendly, cooperative resolution, without participating in slander against the school

I give my permission for my student to take part in all school activities and school sponsored trips away from the Griffin Christian premises. I absolve the school from all liability in the event my student is injured at school or during any school activity.

I agree with the school's efforts to train my student in Biblical and Christian principles.

The school expects the student and family to:

- Promote and participate in school wide fundraising activities throughout the school year or pay the yearly assessment of \$80.00.
- If I decide that GCHS is not for my family, I will leave in a respectful and dignified manner, leaving others to make their own decision about Griffin Christian High School.

Date_____ Parent/Guardian Signature_____

Student Statement of Cooperation

I have read the Griffin Christian High School Handbook in its entirety. I have additionally been fully briefed on and understand the policies. I realize that in signing this document I agree to abide by the policies stated therein.

Student's Name (Print)_____

Student's Signature_____

Grade_____ Date_____