



2021-2022

**Junior & Senior High
Handbook**

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Revised 8/2021

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ORGANIZATIONAL INFORMATION

Vision and Mission Statement

- Vision
 - Galesburg Christian School strives for academic, spiritual, and extra-curricular excellence.
- Mission
 - Galesburg Christian School provides a Christ-centered, complete educational experience for each student.

Doctrinal Statement

- We believe the Bible to be the only written Word of God; it is inspired by Him and is wholly trustworthy and authoritative.
- We believe in one God, eternally manifested and existent as Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His miracles, in His atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal future return to Earth in power and glory.
- We believe in the necessity of salvation through regeneration by the Holy Spirit because of man's sinful nature inherited from Adam. We believe that man is justified only through God's grace by personal repentance and faith in Jesus Christ and His shed blood.
- We believe in the resurrection of all persons; those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation.
- We believe in the spiritual unity of the believer in our Lord Jesus Christ.
- We believe in the indwelling of the Holy Spirit by whom the believer receives sanctification and the power to live a Godly life.

Association Information

Membership of the Association shall be comprised of those who meet the following requirements:

- All parents or guardians of children currently attending Galesburg Christian School are members. However, only those parents or guardians who are current with their tuition within thirty (30) days of the record date established by the bylaws shall be entitled to vote, each having one vote per family.
- The administrator, principals, teachers and other personnel of Galesburg Christian School, who are under current contract with Galesburg Christian School, are members and shall be entitled to vote, each having one vote.
- All other persons eighteen years of age or older who are in full agreement with Articles II and III, and who contribute an annual membership fee or other significant participation, may become members of the Association upon recommendation of the Administrator and approval by the Board, each member having one vote.

The Association shall hold at least two meetings each year.

- The Fall meeting of the Association shall be one of the principle business sessions of the year. At this meeting the Board shall present a final budget for the current school year. Reports on projected activities and goals for the school year shall be rendered by the Administrator and the Board.
- The Spring meeting of the Association shall be one of the principle business sessions of the year. At this meeting the annual election of Board members shall take place. The administrator or his designee shall present a year's end projected financial statement and budget for the ensuing year. Approval of this preliminary budget shall require a simple majority of those present. A report of the activities and progress of the school shall be rendered by the Administrator and the President of the Board.

School Board Information

- A Board consisting of seven individuals of separate households shall constitute the executive officers of the Association.
- A Board member is selected by the existing board and approved by the association.
- A candidate for Board member must meet the qualifications as defined in the Constitution and bylaws.
- The Board holds its meetings, which are open to the public, on the fourth Thursday of each month.
- The Board is responsible to determine school policies, select qualified staff and faculty, and to conduct the business of the Association.

Board Core Values

- For the School Board members at GCS, **prepared** is:
 - Being knowledgeable of and providing necessary oversight to the fulfillment of the vision and mission.
 - Being responsible for ensuring the core values of the organization are being upheld by the administrator.
 - Being proactive in developing the strategic goals of the organization and providing necessary oversight to see those goals accomplished.
- For the School Board members at GCS, **relational** is:
 - Actively present and participating in matters or events within the GCS community.
 - Available and attentive to members of the association.
 - Supportive and respectful to the administrator and to one another.
- For the School Board members at GCS, **honorable** is:
 - Demonstrated through our actions by honoring the commitments we make to one another, the administrator, and the association.
 - Demonstrated through our judgement by prayerfully striving to provide Christ-like leadership.
 - Demonstrated through our word by being honest and transparent in our governance and fiduciary oversight.

Staff Core Values

- As the staff of Galesburg Christian School, we are **prepared** to:
 - perform our duties with excellence
 - continue enhancing our skills in the classroom
 - provide a safe and productive learning environment
 - strive to meet the needs of each of our students
 - persevere in the midst of challenges
 - advance the mission of GCS
- As the staff of Galesburg Christian School, we are **relational** by:
 - demonstrating Christ's love in all things
 - holding students accountable to a standard of excellence
 - exercising care and control in our classrooms
 - supporting fellow staff
 - fostering an environment of family and community with our students and families
 - being a witness to the good we see in our students
- As the staff of Galesburg Christian School, we are **honorable** by:
 - fulfilling our duties as teachers
 - doing the things we say we will do
 - acknowledging the truth of the limitations to our capabilities
 - knowing our ultimate accountability is to God

Student Core Values

- For the students of GCS, **prepared** is:
 - Emotionally being ready to work through challenges with confidence, courage, and perseverance.
 - Physically growing and maturing through knowledge and activity.
 - Educationally understanding the value of learning and applying that knowledge in practical ways.
 - Spiritually dedicated to reading, studying, and living out God's Word for the purpose of a personal relationship with their God.
- For the students of GCS, **relational** is:
 - Lovingly interacting with peers with unselfish motives, truth, and kindness
 - Respectfully interacting with adults with appropriate behavior.
 - Cheerfully seeking opportunities to show Christ's love.
- For the students of GCS, **honorable** is:
 - Biblically understanding the importance of character.
 - Responsibly holding themselves accountable for their actions.
 - Confidently seeking assistance when needed.
 - Humbly approaching tasks with integrity.
 - Honestly striving to meet goals with excellence.

State Recognition/ACSI Membership

GCS has attained recognition by the Illinois State Board of Education and is a member of the Association of Christian School International.

GENERAL INFORMATION

Admissions

New enrollments are handled by appointment. Testing may be required for admissions. All new students will be admitted on a six-week trial basis. Students are not automatically re-enrolled for the next year but must go through the re-enrollment process each year.

Fundraising

Fundraising is vital to the financial stability of Galesburg Christian School. Announcements will be made throughout the year encouraging parental involvement in the different fundraising events.

Inclement Weather

In most cases, GCS will observe weather related cancellations set by District 205. These announcements will be made on local radio, WQAD and KWQC. GCS will post cancellations on our Facebook page, email the association, and make an announcement on our Remind text message service.

Lunch

Students will need to bring their own lunch each day with all supplies required to prepare and consume the lunch. We do have a student refrigerator and microwaves. Students are expected to clean up after themselves as well as empty their items from the refrigerator.

Paw Prints

Paw Prints is a weekly newsletter emailed at the end of each week with important calendar and other information. This is the parent's primary source of information about what is happening at the school. Please read this newsletter to stay informed. It is also available on the school's website.

Personal Property

GCS is not responsible for personal property that is lost, stolen, or damaged. The types of personal property brought to school should be limited to necessity. Any found items will be placed in Lost and Found in the school office, and then discarded after a reasonable amount of time.

Publicity

GCS may use any likeness, picture, image, voice, or other student work for the purposes of advertising, marketing, or in publicizing the school.

School Hours

Grade	Regular Schedule
Preschool/K4	8:30 AM – 3:15 PM
K5-12 th Grades	8:30 AM – 3:30 PM

School Property

The appearance and care of GCS is part of our testimony. Students are expected to help take good care of the facilities and property. Students are expected to pay for or perform service toward any damages for which they are responsible.

Student Records

Per the Illinois Student Records Act (Public Act 79-1108), parents and students have the right to inspect and copy their student's academic and health records. Requests should be made to the school office personnel.

Upon receipt of requests for school records from a school to which a student is transferring, we will process the request within ten days. Parents, students 18 years of age, or graduates may request copies of unofficial school records. These requests will be processed as quickly as possible.

Tuition

Tuition and fees will be announced yearly, prior to re-enrollment. Tuition payments are based on your individual preferences. There are four tuition payment plans available:

- One payment in full by the first day of the upcoming school year. Discounts may apply if payment is made in full.
- Nine monthly installments, September – May, for the current school year.
- Ten monthly installments, August – May, for the current school year.
- Twelve monthly installments, June – May, for the current school year.

If tuition payment is over 30 days late, your account will go into suspension which could mean your student will not be able to attend school until your account is current. Please make every effort to pay your tuition on time. If that is not possible, please communicate with the business office.

Volunteers

GCS welcomes and needs volunteers. The Fair Share program is designed to allow all parents to become involved as a volunteer to reduce next year's tuition. Please inquire at the school office for more information.

Yearbook/School Pictures

Student pictures are taken annually. Please consult the school calendar for dates. Even if you do not plan to purchase a package of pictures, your child's picture will still be taken for the yearbook. Any student absent will be photographed on re-take day. Yearbooks may be purchased for a small fee and will be available the following school year.

HEALTH AND SAFETY

Fire/Tornado/Intruder Drills

Fire, tornado and intruder drills are scheduled on a regular basis. Emergency evacuation instructions are posted in classrooms. Silence is required during any emergency situation.

Health Requirements

- ***Dental exam:*** Students entering K5, 2nd, 6th and 9th grade are required to have a dental exam.
- ***Vision exam:*** Students entering K5 as well as all students upon first entry into an Illinois school are required to present a confirmation of vision exam.
- ***Physicals and immunizations:*** Each student is required to have a physical examination prior to his entrance into K5, 6th, and 9th grade. These may be obtained up to twelve (12) months before the beginning of school. The Illinois Revised Statutes require that school children be adequately immunized against measles, mumps, rubella, chicken pox, tetanus, diphtheria, poliomyelitis, pertussis, and hepatitis B unless the parents submit a written objection based on constitutional grounds. Religious exemptions may also be claimed in most cases. Your doctor has the appropriate health forms, which are to be turned into the school office before the school year begins. Tetanus shot must be within the last 10 years. Students entering sixth and ninth grade must show proof of Tdap (Tetanus and diphtheria with acellular pertussis vaccine. It is a booster shot given to adults and teenagers to prevent pertussis infection).

Medication and School Nurse

Any student required to take medication while at the school must have parental notification filed in writing with the school office. Students may only bring daily dosages to school. The medication container must bear the student's name and the name of the drug. Bulk medications including aspirin are not to be stored in student lockers. If your child has occasion to take an antibiotic, please work the time schedule around school hours. Home administration is safer. If, however, a medication needs to be taken during school hours, send a note indicating time and dosage. These medication containers also must bear the student's name and the name of the drug. **No student may at any time give or sell any medication to another student.** When a student is feeling sick, they are to notify their teacher who will send them to the office where the secretary will administer proper care and/or call the parent to come get the student and take them home.

Illness Policy

Students will be sent home when it is deemed necessary. As a general rule, when a student has a fever of 100° F or above and/or exhibits symptoms of a communicable disease, the student will be sent home. If your child becomes ill while at school, please make arrangements to pick up your child promptly. Please do not bring sick students to school. ***Students should remain at home until they are symptom free for 24 hours without the aid of medication.***

Students who are sent home with suspected head lice must be free of nits before returning to school or have a doctor's written permission to return.

DRESS CODE

Dress Code Philosophy

The standard of dress at Galesburg Christian School is designed to reflect **modesty, neatness, and appropriateness**. It is designed to contribute to a distinctive Christian education and promote an effective learning environment. **The administration reserves the right to determine if a student is not dressed modestly, neatly, or appropriately.**

- **Modesty** is defined as ensuring we are dressed in a way that honors Christ.
- **Neatness** is defined as clothing that is clean, properly fitting, and in good repair.
- **Appropriateness** is defined as clothes that fit a school setting.

It is the responsibility of parents to help educate a student in appropriate dress and submission to authority. It is the responsibility of the student to make proper choices which glorify our Lord Jesus Christ. It is the responsibility of teachers and administration to enforce the dress code at GCS and encourage the proper response to authority.

General Dress Code Guidelines

- All shoes must cover the heel or have an ankle strap.
- All clothing should meet GCS standards of modesty, neatness, and appropriateness.
- All clothing should be clean and in good repair. Clothing should be without excessive rips, tears, holes, and frays which reveal parts of the body that are required to be covered.
- All clothing should fit properly. Clothing should not be excessively tight, baggy, or long.
- All clothing should provide appropriate covering. Cleavage and undergarments/underwear should remain covered at all times when standing, sitting, or bending.
- Jewelry should be moderate and in good taste. Ear piercings are acceptable for girls. Boys may not wear earrings or ear gauges at school or any school sponsored/related events. Excessive ear piercing will be determined by the administration.
- Hats, caps, bandanas, hoods, etc. should be removed while in the building. This applies before, during, and after school and all school related events.
- Dog collars, spiked bracelets, thick chains, or wallet chains are **not** to be worn.
- Tattoos, excessive body and tongue piercings are **not** allowed.

Acceptable Pants/Shorts/Skirts (6th-12th Grades)

- Athletic, yoga or sleepwear pants or shorts are not allowed.
- Leggings may only be worn with a dress code length skirt or shirt.
- Shorts and Skirts must reach the tip of the longest finger when standing upright.

Dress Code Violations

In order to encourage adherence to the dress code, students will be given demerits for violations of the dress code. There will be no warnings for dress code violations. The dress code is described during orientation and the first day of school.

DISCIPLINE

Education at Galesburg Christian School involves more than just quality academics. Character building is an integral part of our program. As Christians, we operate from the premise that living lives based on Biblical standards enables us to glorify and please God. Within the school setting, there are certain character traits which not only please God, but also make for positive relationships within the school community. The purpose of discipline is to affect a positive change in our students. **Students, whose conduct and behavior outside of school reflects poorly on accepted Christian behavior, may result in school discipline.** The level of discipline will vary based on the severity of the situation. We employ a progressive discipline system at GCS.

Administrative Discipline

As discipline progresses, or the severity of the infractions increase, the administration will be involved in determining the proper course of action. Generally, the following factors will be considered when addressing disciplinary issues: the rule broken, the severity of the situation, the number of times the rule has been broken, and the attitude of the student.

Teacher Discipline

Initial discipline will typically be handled within the classroom. The teacher will handle problems such as general disturbances and minor classroom situations, such as continual talking, disturbing class, a pattern of not turning in homework, etc. The parent will be called if problematic behavior persists. Problems that continue may result in teachers assigning lunch time detentions with the parent providing transportation. Teachers will refer more serious or continuing problems to the administration.

Violence or Threats of Physical Harm

Any student who threatens or actually harms another student, teacher, staff member, or parent maybe suspended and considered for expulsion. Physical fighting is strictly prohibited at school and all participants may be suspended or even expelled.

Category I Infractions - Demerits

The following violations are examples of Category I infractions and will result in a demerit. Repeated violations will result in an increase in severity of the discipline. This list is not all-inclusive and may be amended at the discretion of the administration.

- Hall pass violation
- Gum chewing
- Dress code violation
- Classroom disruption
- Cell phone violations
- Multiple tardy arrivals
- Skipping detentions
- Incomplete Assignments

Each Demerit will result in a 15-minute detention the following Tuesday or Thursday. Detentions must be served and will over-rule athletic practices and games.

Category II Infractions

The following violations are examples of Category II infractions. Depending on the severity of the infractions, these will result in a variety of responses including, but not limited, to financial restitution, detention, suspension, parent meeting, probation, and or counseling. Repeated or severe violations will result in an increase in severity of the discipline and could lead to expulsion. This list is not all-inclusive and may be amended at the discretion of the administration.

- Vandalism
- Stealing
- Cheating
- Lying
- Forgery
- Vulgar language or swearing
- Sexual harassment
- Pornography
- Gambling
- Disrespect to fellow students, teachers, or school authorities
- Fighting
- Leaving school or class without permission from authorized school personnel
- Use of the cell phone during school time or at school activities for purposes such as bullying, sending vulgar messages, or for purposes of giving or getting answers to tests, homework assignments, or other unauthorized communications.
- Posting and participating in internet communications and social networking that is disruptive to school activities. (cyber-bullying, use of vulgar and profane language toward GCS students, faculty or families, spreading gossip or rumors which are disruptive to conducting school affairs) These are some examples of communications we will treat as though they are happening on our campus.

Category III Infractions

The following violations are examples of Category III infractions and may result in suspension and/or expulsion from school. These may involve local authorities and may be subject to drug testing. This list is not all-inclusive and may be amended at the discretion of the administration.

- Use, sale, distribution, or possession of illicit drugs, involvement in the abuse of prescription or over the counter drugs, tobacco products, or alcoholic beverages
- Sexual immorality, indecent exposure, or lewd behavior
- Use of cell phones and social networking sites to transmit sexually explicit photos or images commonly referred to as sexting, or possessing such photos or images on one's phone or social network site.
- Threats of violence or violent acts, possession of a potentially harmful weapon.

Detentions

Detentions will be served on Tuesdays and Thursdays. Serving a detention takes precedent over extracurricular or outside activities (including work). A detention may involve a work assignment, study assignment, or quiet time. No food, drinks, or talking will be allowed while serving a detention.

Suspensions

This measure of discipline will be administered for repeated violations and offenses the school considers to be very serious. On matters of this nature, students will be notified of the offense and given the opportunity to explain their actions. When a suspension becomes necessary, the parents will be contacted by phone followed by a notice in writing. Two types of suspensions may be given:

- ***In-School Suspension (ISS)*** - When an ISS is assigned, class work will be given that must be completed in isolation. The suspension carries the penalty of having one (1) point deducted from the student's current nine-week grade in each subject for each day suspended. This is not to exceed a deduction of ten (10) points in one nine-week period. Class work assignments or tests given on days a student is suspended are to be completed for full credit. When suspended, students may not participate in any extra-curricular activities for that day.
- ***Out-of-School Suspension (OSS)*** – When an OSS is assigned, students are removed from school for a period of time and should realize they are one step away from expulsion. Parents are advised to supervise their child and use this time to help their student work through the problem. The same academic penalty will result as in the ISS, and all work will have to be turned in when they return. While suspended, students may not be on school property or participate in or attend any school activities on that day.

Expulsion/Withdrawal

As a final aspect of discipline, students may be asked to withdraw or be expelled from GCS.

Merits

Because GCS wants to disciple our students and encourage good behavior through positive reinforcement, students can earn merits through good behavior. Teachers and staff will be looking for students who are helpful and encouraging to others. We would like to build a student body of students looking to have a positive impact through service and good deeds.

GENERAL REGULATIONS

Cell Phones and Electronic Devices

Cell phone technology creates unique challenges for a school environment. Therefore, the following will be observed:

- Cellular phones or other personal electronic entertainment devices must be powered-off and in the student's locker during school hours unless permission is given by the administrator or teacher for them to be used. School hours are defined as starting bell to dismissal bell.
- Personal computers can be used at school with a completed permission form signed by both the parent. Any student who chooses to bring these types of devices to school is doing so at his/her own risk. GCS assumes no responsibility for lost, damaged, or stolen items.
- Headphones will not be allowed except when specifically allowed by a teacher. The use of headphones during lunch or in the hallway will not be allowed.

Closed Campus Policy/Visitors

Galesburg Christian School operates under a closed-campus policy. Once a student arrives on school property in the morning, he/she is not to leave until they are dismissed from school in the afternoon. The closed-campus policy covers assemblies, school activities and lunchtime as well. **Please do not write notes asking that your student be allowed to eat lunch off campus with friends.** All visitors must check in at the office upon entering the building during school hours. Forgotten homework, books, lunches, etc. should be delivered to the office rather than being taken directly to the classroom. Students will not be allowed to leave campus without prior parental permission. Upper classmen are not required to be at school until their first class. Once they have arrived at school, they will be required to stay at school unless prior arrangements are made.

Damaged or Lost School Property

Textbooks, uniforms and any other school equipment checked out to students are their direct responsibility. Any school property that is lost, stolen, damaged, or destroyed must be replaced or repaired by the student or parents. Uniforms, instruments, and equipment that are checked out to students must be returned to the teacher/coach responsible for the articles within two weeks of the last usage. A fine (per day) may be charged beyond the two weeks.

Dangerous Objects or Weapons

No object that can cause serious bodily harm shall be brought to school or school functions. This includes firearms, knives, martial arts weapons, lighters, matches, and other objects or materials that are facsimiles or that could be brandished in such a manner as to cause harm or serious injury. Any student in possession of one of these objects may be placed in in-school or out-of-school suspension pending an investigation, which may lead to an expulsion.

Driving to School/Parking at School

As we arrive and depart from school, we must be a good neighbor! Please observe the following:

- Drive slower than usual when traveling streets surrounding the school.
- Comply with all requests the school puts out for traffic patterns.
- Cars may only be parked or left unattended in the designated parking places. No parking on the driveway.
- We reserve the right to require all students to be picked up on our property.
- Students may not go to their cars during the school day unless they have permission from a teacher or the administrator.

Gum

No gum chewing is allowed in the building. Chewing gum during school hours may result in a detention.

Hall Passes

Any student out of class during a class period must have their own agenda with them, signed by a teacher or a request from the office. The destination of the student and the time the student left their classroom must be recorded. Temporary passes will be used for students needing to use the restroom.

Lockers

Lockers are the property of the school and are provided as a service for students to secure their belongings. The school reserves the right of inspection and search at any/all times. Students should not share their own locker combination with any other student. This combination is given to them in confidence. What they do with it is their responsibility. Allowing others—even friends—to know a locker combination is the greatest cause for loss of personal items from lockers. It also is unwise to leave valuable items in a locker. The school is not responsible for lost, stolen, or damaged goods belonging to students. Students are expected to use only the lockers assigned to them. Book bags are not to be used from class to class and should be left in the student's locker.

Locker doors are to be closed at all times when not in use. Lockers should be kept neat and clean.

Administrative detentions may be levied for dirty or messy lockers. Food is not to be left in lockers overnight. Any problems with a locker should be reported to the office. Students are responsible to pay for any locker damage they do in violation of the above rules.

Lost and Found

Students are not to leave books, bags, or instruments on the hallway floor at any time. These items will be picked up and a fine charged for their return. Lost and Found is located in the school office. Items which have not been reclaimed after two (2) weeks become the property of the school and may be donated to a local charity. Please mark your belongings to enable quick identification.

Posters, Signs, and Other Printed Material

An Administrator must approve posters, pamphlets and other published materials brought to school or posted at the school.

ABSENCES /ATTENDANCE

Philosophy

It is the philosophy of GCS that minimum absenteeism results in maximum learning. Our policy encourages punctuality and regular attendance by all students. We believe this is important for these reasons:

- No student can achieve his or her full potential by receiving the benefit of only part of an assignment discussion. Research clearly demonstrates that regular attendance is one of the single greatest predictors of academic success.
- Good work and attendance habits, cultivated in school, will help students be prepared for higher education and lifetime work.
- Attendance is part of a student's permanent school record. College admissions counselors and prospective employers inquire about a student's attendance record.
- The Bible teaches diligence, faithfulness, and stewardship of time and resources. We respectfully request your assistance as parents to instill a sense of obligation and responsibility in our students and your children.

Absences

Parent(s) must call the school office by 9:00 am on the day of an absence and give specific reasons for their child's absence. **Legitimate reasons for absences include sickness, death in the family, doctor or dental appointments, and emergencies.** If parents do not contact the school, an office staff member will call you to acknowledge the absence of your child. A student that is tardy fifteen (15) minutes or more will be counted as absent for the class period.

A student must be in attendance for at least five (5) academic periods to be considered in attendance for a full day. To be considered for one-half day of attendance, a student must be in attendance for at least two (2) full periods. Should a student need to leave school for a doctor or dentist appointment, a note should be given to the office prior to first hour. This will allow notification to be given to the appropriate teachers as well as making it easier for the student to live on time.

A student who is absent (excused or unexcused) in excess of fifteen (15) days per semester in a class may lose opportunity to receive credit for that class.

Students are to secure a **PRE-ARRANGED ABSENCE FORM** from the office at least one week prior to an extended absence. This form must be completed by having each teacher sign in the column provided. It must be returned to the office at least three (3) days before the scheduled absence. **If there are significant concerns expressed by the teachers, a copy of this form will be sent home to parents via their student.** Students are to complete all class work in advance, if possible, or make prior arrangements with teachers as to the date it must be turned in after they return. Since the school calendar allows time for vacations, it is suggested that, whenever possible, parents should arrange their vacations to coincide with school vacation time.

Each absence will be considered on an individual basis, taking into account the purpose of or reason for the absence, as well as the student's past academic and attendance records. Please do not allow your student to cut classes to avoid taking a test or to work on research papers or other homework. Allowing students to stay home during regular class times for these reasons introduces several problems:

- Does not encourage proper planning and commitment
- Creates an unfair advantage over students who do the assignments
- Hinders unity and respect between themselves and other students and faculty
- It is not an excused absence

PLEASE NOTE: *If a student cannot participate in physical education, a note of explanation from the parents must be presented to the teacher. For extended periods of non-participation, a note from the attending physician should be provided.*

College Visitation Days

Most colleges have special days for students to visit. Two days **per year** are given to junior and senior students as college days to visit colleges and universities of their choice. Additional days may be granted for out-of-state visits. College visits do not count against the student for absences if they are arranged prior to the absence.

School Activity Absence

This absence includes those times when an approved school event (like a field trip, athletic contest/travel, music performances, etc.) takes the student out of class during the regular school day. These absences do not count against the student's total number allowed per semester.

Tardy

Punctuality is a virtue that should be cultivated in everyone's life. We expect our students to be here before school begins each day.

- ***Tardy to School*** – Students who are tardy must obtain a tardy slip from the office prior to going to class. Each student is allowed four (4) tardy arrivals to school for any reason during a quarter. The fifth (5) tardy arrival to school in a quarter will result in a tardy detention. Every tardy arrival to school in a quarter thereafter will warrant an additional tardy detention.
- ***Tardy to Class*** – A student that is tardy fifteen (15) minutes or more will be counted as absent for the class period. The first tardy arrival during a nine-week period will result in a warning. A second tardy arrival to that class will result in a tardy detention. Every tardy arrival to that class thereafter will warrant an additional tardy detention.

NOTE: Tardy arrivals may be waived by the administration for such things as inclement weather, doctor and dental appointments, or traffic congestion.

Truancies

Absence without the parents' and/or school's knowledge and permission is considered truancy. This includes not coming to school or skipping a class. The first truancy will result in an in-school suspension and a parent conference. Subsequent truancies will result in harsher discipline and academic penalties.

ACADEMICS

General Information

The Bible is recognized at GCS as fundamentally important to the study of English, history, geography, math and science. Without knowledge of Biblical truth, a student cannot be considered educated. The Bible gives direction for this life and is the only hope for eternal life.

Grading

GCS uses a 4 point grading system indicated in the parenthesis below:

97-100 A+ (4.0)	83-86 B (3.0)	70-72 C- (1.7)	Below 60 F (0.0)
93-96 A (4.0)	80-82 B- (2.7)	67-69 D+ (1.3)	I=Incomplete
90-93 A- (3.7)	77-79 C+ (2.3)	63-66 D (1.0)	
87-89 B+ (3.3)	73-76 C (2.0)	60-62 D- (0.7)	

Incomplete Grades: A quarter grade of I (incomplete) can be given when a student has not completed the work for a grading period because of extreme circumstances. The teacher may then extend additional time for the student to complete the work. Grades of incomplete assignments must be made up within ten days after the grading period ends.

High School Course Requirements:

The following courses are specifically required as part of the 24 total hours required to graduate from Galesburg Christian School. These are the minimum requirements, and for college entrance, students may be required to take additional courses.

Credits Department/Class

4	Bible
4	English I, II, III, IV
4	Math
4	Social Studies
4	Science
1	Art, Music, Foreign Language, or Vocational
1/2	Consumer Ed. or pass Illinois Proficiency Test
1/2	Health
3 ½	Physical Education or qualify for a P.E. waiver
1/2	Driver's Education

NOTE: Adjustments to the graduation requirements may be made for students who transfer into GCS during their high school years. These decisions will be made by the administration.

Accommodation Plans

Accommodation Plans involve academic changes made for a specific student because of a learning difficulty. Accommodations are an adjustment of the curriculum or academic goals involving classroom, schoolwork, and homework for the purpose of helping a student succeed. All accommodations will be reviewed regularly to determine their continued validity.

Course Failure

If a high school student fails a required course for graduation, the course must be repeated.

Honor Roll

Honor Roll recognition will be determined at the end of each quarter as follows:

High honors – GPA 4.0 and no grade below A

Honors – GPA 3.65-4.0 and no grade below B

College Entrance Requirements

Every college has different high school coursework requirements and recommendations. As an illustration, below is the University of Illinois' requirements with the recommendations in parentheses are listed below:

- a. Four years of English (four years recommended)
- b. Two years of social studies (four years recommended)
- c. Three years of mathematics (four years recommended)
- d. Two years of laboratory science (four years recommended)
- e. Two years of the same foreign language (four years recommended)

The ACT test should be taken by juniors in the Spring. Additional opportunities to take the ACT are available the following June, September, or October of the senior year. **It is the student's responsibility to register to take the ACT test in his/her home public school district or at Carl Sandburg College.**

Cheating

Students are allowed to get help on most homework. Having a problem explained to them or having something demonstrated so they can get the concept is permissible. Copying another student's paper, having a parent complete the assignment, or copying from the Internet is not allowed. Cheating involves both giving and receiving information inappropriately.

The standard for work at GCS is that whenever a student signs his/her name to the paper, he or she implies that all the work is their own and therefore deserves full credit.

The typical discipline for cheating is receiving a zero on any work in which cheating is involved. However, other consequences may also be given.

Field Trips

From time to time, various classes take trips to interesting and educational places in the area as a vital part of the instructional program. Parents will be notified of trips beforehand, and fees may be charged to cover expenses. Each field trip will have an appropriate dress code. Students are expected to attend and participate. Students are also expected to show respect to tour guides and chaperones. Misbehavior will warrant an appropriate form of discipline.

Homework

Each student will have varying amounts of work to complete outside of school hours. This may be unfinished class work, extra projects, or memory work. **Parents should regularly check their student's progress by asking to see homework papers, projects, as well as regularly checking RenWeb.** While parents should assist by ensuring that homework is completed and by explaining work when necessary, the work must be done by the student, and he/she must take full responsibility. Parents can help their child in his/her homework by helping him/her establish good study habits. Homework must be completed and returned to the teacher in the time frame set by the teacher. Late work will be reduced by five percentage points and must be turned in within three days of the original due date. Three incomplete assignments in one class will result in a demerit.

Make-up Assignments

When it is determined that it will be necessary to be absent, arrangements can be made to collect the student's books by calling the school office. Assignments will be available on RenWeb. It is the student's responsibility to log-in to RenWeb for their assignments.

When students are absent, it is the student's responsibility to make up the work missed. The student will be given a reasonable amount of time to make up missed work which should not exceed twice the number of days missed for up to three days. Make-up work must be arranged with the teacher for any absence longer than three days. Work turned in within the time limit set by the teacher will be graded at full credit. Work assigned prior to an absence should be submitted upon return and assigned tests should also be taken upon return.

Repeating Courses for Credit

When a student is repeating a course, the grade from the higher of the grades will be used in calculating the student's GPA.

PRINCIPLES, PLANS, and POLICIES

Matthew 18 Principle

We believe the Matthew 18 principle should be used when any problem or misunderstanding occurs. When you go to the person(s) directly involved in the problem or misunderstanding, you can generally solve most of the problems. Administration should be brought into the issue only after the parents, students, and teachers have discussed the situation.

Non Discrimination Policy

Galesburg Christian School admits students of any sex, race, color, nationality and ethnic origin granting to all the rights, privileges, programs and activities generally accorded or made available to GCS students. The school does not discriminate on the basis of sex, race, color, national or ethnic origin, in the administration of its educational policies, admissions procedures, scholarship programs, athletic, and other school-administered programs.

The school does, however, reserve the right to deny admission to any individual who cannot benefit by the experience based on past academic achievement or whose personal life style is not in harmony with the stated philosophy and purpose of Galesburg Christian School.

Responsibility Plan

It is our desire to see our junior and senior high students mature as they continue throughout their schooling. One of the ways a student matures is by being held accountable for his/her actions and decisions. Please encourage this plan by supporting our decisions to not allow them to call home to bring them lunch, homework, clothes for athletic practice, etc. when it was their responsibility to come to school prepared. Calls to parents should not be a regular occurrence.

Asbestos Management Plan

In accordance with the Asbestos Hazard Emergency Act (AHERA, 40 CFR763), copies of the Galesburg Christian School Asbestos Management Plan are on file in each building office. These plans may be inspected by calling and making arrangements with administrator to view them.

Corporal Punishment Policy

Corporal punishment in Illinois schools is prohibited by state statutes. Galesburg Christian School does reserve the right to use reasonable force to maintain safety for other students, faculty and staff.

Sexual Misconduct and Abuse Prevention Policy

It is the purpose and intent of Galesburg Christian School to provide a safe, secure environment to teach and care for the children and students of our association members. Our goal is to protect children from sexual abuse, child molestation or any type of inappropriate sexual behavior by employees or volunteers in our school and to protect employees and volunteers from false accusations. Copies of the Galesburg Christian School Sexual Misconduct and Abuse Prevention Policy are on file in each building office. This policy may be inspected by calling and making arrangements with the administrator.

**COVID-19 Addendum
Health, Safety, and Wellness Plan
School Year 2021-2022**

Introduction

For the 2021-22 school year, the Board of Directors of Galesburg Christian School, administrators, faculty, and staff have resolved to implement all the best-practice measures to safely keep our campus open. Maintaining in-person instruction and learning is in the overall best interest of GCS students, and this plan has the wellbeing of the entire Galesburg Christian community in mind. This is a living document that will change as best practices emerge and/or as greater discretion is allowed.

The plan, which takes into consideration local and state regulations, and federal guidance, is based on the following general premises:

1. Prefer in-person teaching and learning over remote whenever it is safe to do so.
2. Prioritize student, faculty, and staff health, safety, and wellbeing.
3. Ensure hygiene- and health-related policies are research-based, clearly communicated, effectively implemented, and practically enforced.
4. Promote practices and policies to reduce the risk of virus transmission and be responsive and flexible when facing changing circumstances.

What follows is Galesburg Christian School's plan to safely maintain on-campus education from four different perspectives: instructional, behavioral, environmental, and operational.

Instructional Plan

Amid growing knowledge and experience with COVID-19, evolving public health recommendations, and the possibility of mandated school closing again (possibly with very little advance warning), Galesburg Christian School is prepared for different learning models designed to fit a variety of circumstances, with the goal being continuity of education in the healthiest and safest environment.

Galesburg Christian School is committed to providing a quality education, whether in person, distant learning or as part of childcare provided for essential workers. It is our desire to partner with our families to help our students thrive.

Promoting Behaviors That Reduce Spread

All employees will be trained, and students educated on the following health and safety protocols.

When to Stay Home

Galesburg Christian School has had for many years a policy that addresses what to do when a student is sick: The Illness Policy (page 5 in the handbook). That policy requires a student to remain home when diagnosed with an illness or exhibiting certain symptoms of being sick. That policy will remain in effect. Additionally, while COVID-19 is present in the community, there will be in effect an addendum to these policies that provides that any student or staff member with a temperature of 100.4°F or above, either reported at home, or established at school through a temperature check, may not return to school without documentation from a healthcare professional that states the student or staff member is cleared to return or has tested negative for COVID-19 (providing testing is at the discretion of the healthcare professional).

The revision to the “stay home” policy is based on CDC materials and IDPH guidelines that include the following recommendations:

- Communicate with staff and students that any individual showing signs of illness, such as cough, shortness of breath, difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea, must stay home.
- Students or staff with a temperature of 100.4°F or higher, or new respiratory symptoms (cough, sore throat, shortness of breath, significant congestion) must stay home until cleared by a healthcare provider (a negative COVID-19 test or alternative diagnosis) and be without a fever for at least 24 hours (without the use of fever-reducing medication such as Tylenol or Ibuprofen). The student or staff must provide documentation from the provider before returning to school.

If one of these is not provided, students/staff must complete 10 calendar days of isolation from the date of first symptom onset and be fever-free for 24 hours without use of fever-reducing medications and other symptoms have improved before returning to school.

Siblings of a student with new respiratory symptoms (cough, shortness of breath, sore throat, significant congestion) or fever ($\geq 100.4^\circ\text{F}$) must also stay home until an alternative diagnosis is made or negative result received.

- Students or staff must stay home if they have tested positive for, are awaiting test results, or are showing COVID-19 symptoms.
- Students or staff returning to school after experiencing COVID-like symptoms but being diagnosed with a non-COVID illness must meet the criteria for returning to school for the illness with which they have been diagnosed. At a minimum, the individual must be fever-free for 24 hours without the use of fever-reducing medication and have had no diarrhea or vomiting in the previous 24 hours.
- Students, staff and families must report specific symptoms, COVID-19 diagnoses, and COVID-19 exposures when reporting absences.

Galesburg Christian School will clearly communicate to employees and families that employees and students may not come to school, and that they must notify the school office if the employee or student becomes sick with COVID-19 symptoms, tests positive for COVID-19, or has been exposed to someone with COVID-19 symptoms or a confirmed or suspected case. Galesburg Christian School will be in close contact with the Knox County Health Department throughout the year to maintain proper reporting and guidelines for COVID-19 cases.

Hand Hygiene

Training will be provided to teachers and staff on effective handwashing. Teachers and staff will then teach and reinforce handwashing to students using CDC materials and the following instructions:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

There will be increased monitoring to ensure adherence among students and staff.

If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be used (for staff and older children who can safely use hand sanitizer). Hand sanitizer dispensers are located in all classrooms, throughout hallways and in the office. The following instructions from the CDC will be provided to faculty and staff to heed and to share with students.

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take approximately 20 seconds.

Additional time will be allocated for handwashing throughout the day, particularly at the following times:

- Entering and exiting a room
- Before eating food
- After using the toilet
- After blowing your nose, coughing, or sneezing
- After touching garbage
- Before placing and after removing a face covering

Respiratory Etiquette

Faculty and staff will be trained on correct respiratory etiquette including the following:

- Cover coughs and sneezes with a tissue.
- Dispose of used tissues in the trash and wash hands immediately with soap and water for at least 20 seconds.
- If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol (for staff and older children who can safely use hand sanitizer).
- Tissues and no-touch receptacles for used tissue disposal will be provided in all classrooms. Sinks, soap, paper towels and hand sanitizer will be readily available for use.
- Nebulizer treatments will not be able to be completed at school this year. Please make arrangements accordingly.

Face Coverings

- State officials are requiring all individuals in school buildings to wear face coverings at all times, even when social distancing is maintained, unless they are younger than 2 years of age; have trouble breathing; are unconscious, incapacitated, or otherwise unable to remove the cover without assistance; or are medically unable to tolerate a face covering.
- Galesburg Christian School will allow any type of face mask or shield. Face coverings will not be required outside if social distance is maintained but will be required when walking into and out of the school building. As mask requirements loosen and schools are allowed more discretion, masks may be optional during certain times of the day.
- It will be communicated to families and staff that when using a cloth or disposable face covering, it should be replaced if moist, dirty, or torn, and disposable face coverings should not be worn for more than one day.

Signage and Messaging

The following will be done in all three buildings:

- Post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).
- Include messages about behaviors that prevent the spread of COVID-19 when communicating with staff and families on the school's website, in weekly e-newsletters, in emails, and on the school's social media accounts.
- Utilize CDC print and digital resources on CDC's communications resources main page.

Maintaining Healthy Environments

Cleaning and Disinfection

Galesburg Christian School has amplified the plan for cleaning and disinfecting the three buildings on campus. Cleaning practices will include:

- Disinfecting wipes and hand sanitizer present in all classrooms
- Intensified nightly “deep” cleanings with approved disinfectants
- Teacher training and resources to enable teachers to better clean their own classrooms and removal of soft toys that cannot be easily cleaned

Water Systems

- Drinking fountains will remain closed until further notice. Students and staff are encouraged to bring personal water bottles from home.

Modified Layouts

- Teachers are modifying classroom configurations to increase distancing consistent with social distancing requirements. Strategies that have been implemented include facing all desks in the same direction in rows, versus in small clusters and utilizing all of the classroom space by removing excess furniture in order to further separate desks and tables.

Maintaining Healthy Operations

Galesburg Christian School will remain adaptable and flexible, recognizing that experts’ understanding of the virus is evolving. The goal is to seek ways to reduce staff and students’ risk of virus transmission by reducing exposure, not eliminating it.

Gatherings, Visitors and Field Trips

- Galesburg Christian School will restrict external groups or organizations from using buildings on the campus. Visitors and volunteers will be limited, and physical distancing measures must be maintained.

Back-Up Staffing Plan

- The school office staff will monitor the absenteeism of students and employees. Galesburg Christian School will increase the substitute teaching and office staff call lists and training to minimize disruptions due to absent teachers or staff.

Recognize Signs and Symptoms

- If a student has symptoms, he or she will immediately be isolated to the designated quarantine space to wait to be picked up by a parent or legal guardian. If the staff member has symptoms, he or she will be sent home.