



2020-2021
Elementary Handbook

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ORGANIZATIONAL INFORMATION

Vision and Mission Statement

- The vision of Galesburg Christian School is the pursuit of academic, spiritual, and extra-curricular excellence that produces servant leaders through the integration of faith and learning.
- The mission of Galesburg Christian School is educational excellence in a Christ-centered environment.

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.

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. There are no refrigerator or microwaves available for student use in the elementary building. Students are expected to clean up after themselves.

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
Pre (Half Day)	8:30 AM – 12:00 PM
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

In striving to maintain an atmosphere that promotes respect for the important academic activities at GCS, our dress code is designed to provide for the safety, comfort, and modesty of our students. The principal will make the decision regarding the appropriateness of a student's attire. The school board has established the following guidelines:

Young Ladies

- Clothing shall be neat, clean, fit properly and be in good repair.
- Dresses, skirts or shorts must be to the top of the knee.
- Pants, nice jeans or capris may be worn.
- Shirts should not be tight fitting or low cut.
- All shoes must cover the heel or have an ankle strap.
- Hair will be neat, clean and well groomed, and of a natural color.
- Hats may not be worn inside the school building.
- Bra straps, cleavage, underwear, and midriff should be covered at all times.
- Clothing with inappropriate, explicit, suggestive or offensive words or pictures is not allowed.
- No visible tattoos.
- No body jewelry (except for ears - single earrings only)

Young Men

- Clothing shall be neat, clean, fit properly and be in good repair.
- Pants and/or nice jeans may be worn.
- Shorts must be to the top of the knee.
- All shoes must cover the heel or have an ankle strap.
- Hair will be neat, clean and well groomed, of a natural color.
- Hats may not be worn inside the school building.
- Underwear should be covered at all times.
- Clothing with inappropriate, explicit, suggestive or offensive words or pictures is not allowed.
- No visible tattoos.
- No body jewelry.

Non-Compliance: A warning will be given for the first offense. If the student's infraction is immodest, severe, or a continuous issue the student may not receive a warning, but rather the parent will be called to bring a change of clothes. The student may be given an alternate piece of clothing to wear until the parent arrives. If a student continues to be in non-compliance, a parent will be expected to meet with the principle and teacher. This may result in suspension or expulsion of the student.

Students are also to comply with the above dress code on field trips, contests or other school-sponsored activities unless the teacher in charge has requested and received an exception from the principal. Students who do not comply will not be allowed to participate in the field trip or activity.

DISCIPLINE

General Information

GCS believes each child deserves the opportunity to learn in a secure, Christ-centered environment. Your child is special because God created him/her and has a unique plan for his/her life. This discipline plan includes respect for God and man that flows from an obedient heart. Discipline based on Biblical principles pleases the Lord and includes structure, order and consistency.

Those in authority at GCS seek to address the cause as well as the symptoms of behavior for each individual child and thereby choose an appropriate plan of action for correction, not only of the negative behavior, but for the attitude of the heart.

GCS also expects all parents and guardians to have active, constructive, and supportive involvement in the overall interaction between the home and the school.

The school's discipline system is designed to motivate and encourage each student to attain spiritual growth, proper responsibility, and appropriate behavior. A student needs to assume responsibility for his/her own actions and words.

Teacher Discipline

Initial discipline will typically be handled within the classroom. The teacher will handle problems such as general disturbances and minor classroom situations. These would be for 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 after-school detentions with the parent providing transportation. Teachers will refer more serious or continuing problems to the administration.

Suspension/Expulsions/Probation Defined

If misbehavior is repeated, or if an action is deliberate or severe, the principal may take the following actions within the tier system.

- In-school study will be a day of working in the office or other designated area, separated from the other students. All work will be completed and will include a Bible assignment relating to the infraction.
- Probation is a period when the student's behavior will be closely monitored. The student and the parent(s) or guardian(s) will be notified by phone or in person when a student is placed on probation. Daily conduct reports will be completed by the teacher and reviewed and signed by the principal. During this period, incidents can result in out of school suspension, or in more severe cases expulsion and/or disenrollment of the student. Probation must last for a minimum of 30 days and may be extended if sufficient progress is not made by the end of that period.
- Any decision on expulsion and/or disenrollment may be appealed to the school board. In such cases, the decision of the School Board is final. Any expelled or withdrawn student may re-apply for admission in the following year but must be able to document and exhibit improvement in all areas of concern.

GENERAL REGULATIONS

Basic School Rules for Students

- Listen and follow faculty and staff member's directions.
- Keep hands, feet and objects to yourself while on school premises. This includes hitting, pushing, inappropriate displays of affection, etc.
- Keep all personal and school materials and equipment neatly in their proper place and well maintained.
- Always be kind, courteous and respectful in the words you say, the tone you use and the actions or expressions you display.
- No gum is allowed on the school premises. Students are allowed to have food and/or drinks only during lunch and teacher approved activities.

Bicycles and Roller Blades

Bicycles may be ridden to school. They must be parked and locked in the designated area until leaving for home. Bicycles may not be ridden on school grounds during school hours including lunch hour. Scooters, skateboards, roller-skates, heeleys and rollerblades are not allowed at GCS.

Damaged or Lost School Property

Textbooks, uniforms, and any other school equipment checked out to students are their direct responsibility. If lost, stolen, damaged, or destroyed at or away from school, students will be required to pay for them. 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.

Electronic Equipment

No personal electronic equipment will be allowed on school premises (i.e. CD players, iPods, mp3 players, hand-held electronic games, etc.).

Lunchroom Rules

- Students are not to leave the lunch area during their lunch period without permission.
- Food, candy, and beverages are not to be taken from the lunch area.
- Students are to ask to be dismissed to discard trash and then leave the table neat and clean.
- Good manners and etiquette are required at all times in the lunch area.
- Soda pop is not allowed.
- Refrigeration and microwaves are not available for elementary students.

Parent/Teacher Conferences

Parent/teacher conferences are held at the end of 1st and 3rd quarters. Parental involvement is encouraged. Please contact your child's teacher if additional meetings are needed.

Recess/Physical Education

Outside play is important so please be sure your child is prepared with appropriate clothing. We will play indoors only on extremely cold days and during rain. ***A note from the attending physician must be provided for extended periods of non-participation which should include the number of days of non-participation required.***

Recess Rules

- Listen to all instructions from staff and teachers.
- When a whistle is blown, all students are to immediately stop and listen.
- No sport that involves tackling is allowed.
- When lining up, all students are to walk in a single file line.
- Students are not to open doors until teacher or staff member is present.

School Safety/Visitors

GCS feels that the safety of our students is the responsibility of each staff member. For the safety of our students, the following guidelines have been established.

- Visitors are always welcome at GCS. Upon entering the campus, all visitors must report directly to the school office; this includes parents and other adults. A staff escort will be provided for all visitors who wish to visit a classroom.
- Forgotten homework, books, lunches, etc. should be left in the office rather than being taken directly to the classroom.
- All exterior doors are locked during the school day. You must be buzzed in for office clearance.
- Permission for a visiting student must be secured in writing in advance of the visit from the administration. All student visitors are expected to wear clothing that complies with the school's dress code.
- Only persons listed on our form as authorized to pick up your child will be permitted to take him/her from school, unless a signed, dated note from the parent is provided. Changes to the authorized pick up form may be made at any time in the school office.

Telephones

Students may use the office phones only with permission from the teacher and office staff and only in emergency situations. Calls to make arrangements for rides or to have items brought to school will not normally be allowed. Students with cell phones must leave them in their book bag throughout the school day.

ABSENCES/ATTENDANCE

Absence Policy

Regular classroom attendance is essential for achieving and maintaining a good academic record. Since there is no substitute for vital classroom discussion and instruction, GCS requires consistent student attendance.

Legitimate reasons for absences include sickness, death of a loved one, doctor or dental appointments, and emergencies. Other reasons may be excused or unexcused at the discretion of the administration. A ½ day absence will be recorded for any student missing 2-3 clock hours in a school day. A full day absence will be recorded for students missing more than 3 clock hours in a school day. Students missing twenty days or more in a year will be in jeopardy of grade retention. Parents will be notified if a student accumulates an excessive amount of absences.

Students are to secure a **PRE-ARRANGED ABSENCE FORM** from the office at least one week prior to an extended absence. 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 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. Assignments for homework should be arranged ahead of time for planned absences. Parents should make every effort to refrain from extended (week or more) family vacations while school is in session.

Before/After School Care

Before and after school programs are available to help working parents. Before school care is from 7:00 AM until 7:45 AM. After school care runs from 3:45 PM until 5:30 PM. There is a fee for each of these programs. Please contact the school office for more information. GCS will not be responsible for students left during unsupervised times. Students not picked up by 3:45 PM will be taken into after care and charges will be applied.

Reporting an Absence

Please call the school office by 9:00 AM if your child will be absent that day. If parents do not contact the school, an office staff member will call you to acknowledge the absence of your child. You must give a specific reason for the absence.

Signing In/Out

Students are not allowed to leave the school premises during the school day without permission from the office. If a student needs to leave school early for any reason the parent must write a note or call indicating time of departure, reason for dismissal, and designating who will pick up the student.

Parents or others picking up students during school hours must come to the office to sign them out when leaving and sign them in if returning during the same day. GCS will not release students early during school hours without a specific request from parents. A photo ID will be required for someone picking up a student if the office staff does not recognize the person on the pickup list.

Tardy Policy

Students who arrive at school after 8:30 AM must come to the office to sign in and get an admission slip before going to class. Students who are not in their classroom ready to start the day by 8:30 AM will also be considered tardy. Frequent tardiness may result in a conference with the principal.

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 the only hope for eternal life.

Evaluation

GCS uses a 4 point grading system: A = 4, B = 3, C = 2, D = 1, F = 0

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.

Grading

99-100 A+	87-90 B	75-77 C-	Below 64 F
95-98 A	85-86 B-	71-74 D+	I=Incomplete
93-94 A-	83-84 C+	67-70 D	
91-92 B+	78-82 C	64-66 D-	

Homework

Students are responsible for completing assignments given each day by their teachers. Homework is an important factor in determining the student's final grade. If a student has difficulty in completing homework, the teacher should be notified immediately so steps can be taken to assist the student's progress. No homework will be given over Thanksgiving, Christmas, or Easter breaks, unless it is an extended assignment given well in advance or for extra credit.

Rocket Math

This program is designed to encourage elementary students to learn math facts with success. Each student will keep a folder at school where they will work through each level at their own pace.

Accommodation Plan

GCS will work with Knox-Warren Special Education District to create an Accommodation Plan for students with special needs. Teachers will then work to follow the Accommodation Plan most appropriate for the student within our building resources.

Report Cards

Report Cards are sent home quarterly throughout the school year for all first through fifth grade students.

Retention Policy

A student's retention in his/her grade will be based on academic, social, and emotional factors. It is important that you discuss your child's particular need with his teacher. The administrator and teachers will notify a parent if there is a possibility of retention.

Testing

Standardized testing will be administered to all first through fifth grade students. Its purpose is to enable the school to make individual as well as school wide improvements in curriculum and standards.

Extra-curricular Activities

GCS is a member of the Association of Christian Schools International. This organization sponsors many events throughout the school year in which we traditionally participate. Events vary from year to year, but typically include spelling bees, speech contest, and math events. All students are required to participate and attend all scheduled academic events.

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.

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 the 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 For Re-Opening Campus School Year 2020-2021

INTRODUCTION

For the 2020-21 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 reopen campus. Returning to in-person instruction and learning is in the overall best interest of GCS students, and this plan for reopening 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.

There are several health and safety initiatives upon which the task force relied to develop this plan for the re-opening of Galesburg Christian School. For example, the CDC's document Considerations for Schools, and the Illinois State Board of Education's document Starting the 2020-2021 School Year, provides guidance regarding personal prevention practices such as hand hygiene and staying home when sick, and how to expand the school's environmental cleaning and disinfection practices.

What follows is Galesburg Christian School's plan to safely re-open 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 ($\geq 100.4^\circ$ 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.

Cloth Face Coverings

As of 6/23/20, 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; or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance. 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.

Galesburg Christian School will have a supply of disposable and/or homemade cloth face coverings for students or staff that did not bring one to school, and for approved visitors to campus.

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:

- Day porter in all three buildings throughout the day to frequently clean high traffic surfaces and restrooms
- 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

Shared Objects

The following rules will be addressed with faculty, staff, students, and families:

- No sharing of items that are difficult to clean or disinfect.
- Keep each child’s belongings separated from others’ and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Avoid sharing electronic devices, toys, books, and other games or learning aids. If electronic devices must be shared, a cleaning protocol will be strictly followed and enforced.

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.

Physical Barriers and Guides

Physical guides, such as tape on floors and signs on walls, will be used to ensure that staff and students remain at least 6 feet apart in lines and at other times.

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. A log of visitors, indicating locations visited, will be kept in the event contact tracking is needed. Teachers will be encouraged to pursue virtual activities in place of field trips. Weekly chapel will occur in classrooms rather than in the auditorium. There will be no in-person assemblies. Guidance from the IESA and IHSA will be followed as it pertains to interscholastic sports and activities.

Identifying Small Groups and Keeping Them Together

The goal of this plan is to minimize exposure as much as possible. Younger students will stay within their classroom, with the same staff members, for much of the day. There will be assigned seating in all classrooms to better facilitate contact tracing. Classrooms will be stocked with basic first aid supplies to limit visits to the school nurse or office. Students will be encouraged to limit the use of their lockers as much as possible throughout the day.

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

Employees and students will be required to perform a daily temperature check using a touchless thermometer as they enter the school buildings. It will be expected that parents will perform screenings for symptoms at home for their children before arrival to school.

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. If the student or staff member is found to have a temperature of 100.4°F or higher, that individual may not return to school without presenting 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).

Any visitor to campus must undergo a temperature check using a touchless thermometer and a screening for symptoms and exposure history by the school nurse or office staff member. If the visitor has a temperature of 100.4°F or higher, symptoms or recent exposure to someone with COVID-19, he or she will not be allowed to remain in the building. Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.