



**2024-2025**

# **Elementary Handbook**

**1881 E. Fremont Street**

**Galesburg, IL 61401**

**(309) 343-8008**

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# Table of Contents

I.	ORGANIZATIONAL INFORMATION .....	1
A.	Vision and Mission Statement .....	1
B.	Doctrinal Statement.....	1
C.	Board Core Values .....	1
D.	Staff Core Values .....	2
E.	Student Core Values.....	2
F.	Association Information.....	3
G.	School Board Information.....	3
H.	State Recognition/ACSI Membership.....	4
II.	GENERAL INFORMATION.....	4
A.	Admissions.....	4
B.	Fundraising.....	4
C.	Inclement Weather .....	4
D.	Lunch .....	4
E.	Paw Prints .....	4
F.	Personal Property .....	4
H.	Publicity .....	5
I.	School Hours.....	5
J.	School Property.....	5
K.	Student Records .....	5
L.	Tuition.....	5
M.	Yearbook/School Pictures .....	5
IV.	HEALTH AND SAFETY .....	6
A.	Fire/Tornado/Intruder Drills.....	6
B.	Health Requirements.....	6
C.	Medication and School Nurse .....	6
D.	Illness Policy .....	6
V.	DRESS CODE.....	7
A.	Dress Code Philosophy .....	7
B.	General Dress Code Guidelines .....	7
VI.	DISCIPLINE .....	8

A.	Philosophy.....	8
B.	Administrative Discipline .....	8
C.	Teacher Discipline .....	8
D.	Violence or Threats of Physical Harm .....	9
E.	Suspensions.....	9
F.	Social Media.....	9
G.	Probation .....	9
H.	Expulsion/Withdrawal.....	10
VII.	GENERAL REGULATIONS.....	10
A.	Basic School Rules for Students .....	10
B.	Cell Phones and Electronic Devices.....	10
C.	Lunchroom Rules .....	10
D.	Parent/Teacher Conferences.....	11
E.	Recess/Physical Education.....	11
F.	Recess Rules.....	11
G.	Closed Campus Policy/Visitors.....	11
H.	Damaged or Lost School Property .....	11
I.	Dangerous Objects or Weapons .....	12
J.	Driving to School/Parking at School.....	12
K.	Posters, Signs, and Other Printed Material .....	12
VIII.	ABSENCES /ATTENDANCE.....	12
A.	Philosophy.....	12
B.	Absences .....	12
C.	Before/After School Care.....	13
D.	Signing In/Out.....	14
E.	Tardy .....	14
IX.	ACADEMICS.....	14
A.	General Information.....	14
B.	Grading.....	14
C.	Accommodation and Modification Plans .....	15
D.	Honor Roll (3 <sup>rd</sup> -5 <sup>th</sup> Grade Students) .....	15
E.	Homework.....	15
F.	Cheating .....	15

G.	Field Trips .....	16
H.	Make-up Assignments.....	16
I.	Report Cards.....	16
J.	Retention Policy .....	16
K.	Testing.....	16
X.	PRINCIPLES, PLANS, and POLICIES .....	16
A.	Matthew 18 Principle .....	16
B.	Non-Discrimination Policy .....	17
C.	Responsibility Plan.....	17
D.	Asbestos Management Plan .....	17
E.	Corporal Punishment Policy .....	17
F.	Sexual Misconduct and Abuse Prevention Policy.....	17
G.	Church Attendance.....	18

## ***I. ORGANIZATIONAL INFORMATION***

### **A. Vision and Mission Statement**

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

### **B. Doctrinal Statement**

1. We believe the Bible to be the only written Word of God; it is inspired by Him and is wholly trustworthy and authoritative.
2. We believe in one God, eternally manifested and existent as Father, Son, and Holy Spirit.
3. 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.
4. We believe in the necessity of salvation through regeneration by the Holy Spirit because of man's sinful nature inherited from Adam.
5. We believe that man is justified only through God's grace by personal repentance and faith in Jesus Christ and His shed blood.
6. 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.
7. We believe in the spiritual unity of the believer in our Lord Jesus Christ.
8. We believe in the indwelling of the Holy Spirit by whom the believer receives sanctification and the power to live a Godly life.

### **C. Board Core Values**

1. For the School Board members at GCS, **prepared** is:
  - a) Being knowledgeable of and providing necessary oversight to the fulfillment of the vision and mission.
  - b) Being responsible for ensuring the core values of the organization are being upheld by the administrator.
  - c) Being proactive in developing the strategic goals of the organization and providing necessary oversight to see those goals accomplished.
2. For the School Board members at GCS, **relational** is:
  - a) Actively present and participating in matters or events within the GCS community.
  - b) Available and attentive to members of the association.
  - c) Supportive and respectful to the administrator and to one another.

4. For the School Board members at GCS, **honorable** is:
  - a) Demonstrated through our actions by honoring the commitments we make to one another, the administrator, and the association.
  - b) Demonstrated through our judgement by prayerfully striving to provide Christ-like leadership.
  - c) Demonstrated through our word by being honest and transparent in our governance and fiduciary oversight.

**D. Staff Core Values**

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

**E. Student Core Values**

1. For the students of GCS, **prepared** is:
  - a) Emotionally being ready to work through challenges with confidence, courage, and perseverance.
  - b) Physically growing and maturing through knowledge and activity.
  - c) Educationally understanding the value of learning and applying that knowledge in practical ways.
  - d) Spiritually dedicated to reading, studying, and living out God's Word for the purpose of a personal relationship with their God.
2. For the students of GCS, **relational** is:
  - a) Lovingly interacting with peers with unselfish motives, truth, and kindness
  - b) Respectfully interacting with adults with appropriate behavior.
  - c) Cheerfully seeking opportunities to show Christ's love.

3. For the students of GCS, **honorable** is:
  - a) Biblically understanding the importance of character.
  - b) Responsibly holding themselves accountable for their actions.
  - c) Confidently seeking assistance when needed.
  - d) Humbly approaching tasks with integrity.
  - e) Honestly striving to meet goals with excellence.

**F. Association Information**

1. Membership of the Association shall be comprised of those who meet the following requirements:
  - a) 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 billing cycle shall be entitled to vote, each having one vote per family.
  - b) Board members and the administrator, principal, teachers and other personnel of Galesburg Christian School, who are under current contract with Galesburg Christian School and who are current with their tuition, if applicable, within (30) days of the billing cycle are members and shall be entitled to vote, each having one vote.
  - c) All other persons eighteen years of age or older who are in full agreement with Articles II and III, and who make an annual contribution may become members of the Association upon recommendation of the Administrator and approval by the Board, each member having one vote.
2. The Association shall hold at least two meetings each year, one to be held near the beginning of the school year and the other toward the end of the school year, the exact time and place of such meetings to be set by the Board.
3. The annual election of Board members shall take place at the Spring meeting. Additionally, the Administrator or the Administrator's designee shall present a year's endprojected financial statement and preliminary budget for the ensuing year. Approval of this preliminary budget shall require a simple majority of those present.
4. A report of the activities and progress of the school shall be rendered by the Administrator and/or the President of the Board.
5. At the Fall 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 President.

**G. School Board Information**

1. A Board consisting of seven individuals of separate households shall constitute the executive officers of the Association.
2. Board members shall consist primarily of parents or guardians, and no more than three community members and Christian businesspeople who are not parents or guardians.

3. The term of office shall be for three years, with members eligible for a maximum of two consecutive terms.
4. No Board member shall be a paid employee or spouse of an employee of the Association. The term of office shall commence June 1.
5. The Board may hold at least one meeting each month. Board members are expected to attend all Board meetings preferably in person, but attendance via Skype, Facetime, speaker phone or other forms of technology is allowed to be counted as in attendance.

**H. State Recognition/ACSI Membership**

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

**II. GENERAL INFORMATION**

**A. Admissions**

1. New enrollments are handled by appointment. Testing may be required for admission to GCS. 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.

**B. Fundraising**

1. 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.

**C. Inclement Weather**

1. 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.

**D. Lunch**

1. Students will need to bring their own lunch each day with all supplies required to prepare and consume the lunch. There are no refrigerators or microwaves available for student use in the elementary buildings. Students are expected to clean up after themselves.

**E. Paw Prints**

1. Paw Prints is a weekly newsletter emailed at the end of each week with important calendar and other information. This is the parents' 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.

**F. Personal Property**

1. 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.



**H. Publicity**

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

**I. School Hours**

1.     Preschool/K4               8:30 AM – 3:00 PM
2.     K5-12<sup>th</sup> Grades         8:30 AM – 3:30 PM

**J. School Property**

1. 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.

**K. Student Records**

1. 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. All student record requests will be checked against the Missing Person's Database.
2. 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.

**L. Tuition**

1. Tuition and fees will be announced yearly, prior to re-enrollment.
2. Tuition payments are based on your individual preferences.
3. There are four tuition payment plans available:
  - a) One payment in full by the first day of the upcoming school year. Discounts may apply if payment is made in full.
  - b) Nine monthly installments, September – May, for the current school year.
  - c) Ten monthly installments, August – May, for the current school year.
  - d) Twelve monthly installments, June – May, for the current school year.
4. 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.

**M. Yearbook/School Pictures**

1. Student pictures are taken annually. Please consult the school calendar for dates.
2. 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.
3. Yearbooks may be purchased for a small fee and will be available the following school year.

#### **IV. HEALTH AND SAFETY**

##### **A. Fire/Tornado/Intruder Drills**

1. Fire, tornado and intruder drills are scheduled on a regular basis. Emergency evacuation instructions are posted in classrooms.

##### **B. Health Requirements**

1. **Dental exam:** Students entering K5, 2<sup>nd</sup>, 6<sup>th</sup> and 9<sup>th</sup> grade are required to have a dental exam.
2. **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.
3. **Physicals and immunizations:** Each student is required to have a physical examination prior to his entrance into K5, 6<sup>th</sup>, and 9<sup>th</sup> grade.
  - a) These may be obtained up to twelve (12) months before the beginning of school.
  - b) 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.
  - c) Religious exemptions may also be claimed in most cases.
  - d) Your doctor has the appropriate health forms, which are to be turned into the school office before the school year begins.
  - e) Tetanus shot must be within the last 10 years.
  - f) 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).
  - g) Students are to be excluded from school by October 15th if requirements for health examinations and immunizations have not been met.

##### **C. Medication and School Nurse**

1. Any student required to take medication while at the school must have parental notification filed in writing with the school office.
2. The medication container must bear the student's name and the name of the drug.
3. Bulk medications including aspirin are not to be stored in student lockers.
4. If your child has occasion to take an antibiotic, please work the time schedule around school hours. Home administration is safer.
5. If, however, a medication needs to be taken during school hours, send a note indicating time and dosage.
6. These medication containers also must bear the student's name and the name of the drug.
7. No student may at any time give or sell any medication to another student.

##### **D. Illness Policy**

1. When a student is feeling ill, they are to notify their teacher who will send them to the office where office personnel will administer proper care.

2. Students will be sent home when it is deemed necessary.
3. As a rule, when a student has a fever of 100.4° F or above and/or exhibits symptoms of a communicable disease, the student will be sent home.
4. If your child becomes ill while at school, please make arrangements to pick up your child promptly.
5. 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.
6. 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.

## **V. DRESS CODE**

### **A. Dress Code Philosophy**

1. The standard of dress at Galesburg Christian School is designed to reflect modesty, neatness, and appropriateness.
2. It is designed to contribute to a distinctive Christian education and promote an effective learning environment.
3. The administration reserves the right to determine if a student is not dressed modestly, neatly, or appropriately.
4. GCS does not prohibit hairstyles that are historically associated with race, ethnicity or hair texture, including but not limited to, protective hairstyles such as braids, locks, and twists.
5. Modesty is defined as ensuring we are dressed in a way that honors Christ.
6. Neatness is defined as clothing that is clean, properly fitting, and in good repair.
7. Appropriateness is defined as clothes that fit a school setting.
8. It is the responsibility of parents to help educate a student in appropriate dress and submission to authority.
9. It is the responsibility of the student to make proper choices which glorify our Lord Jesus Christ.
10. It is the responsibility of teachers and administration to enforce the dress code at GCS and encourage the proper response to authority.

### **B. General Dress Code Guidelines**

1. All shoes must cover the heel or have an ankle strap.
2. All clothing should meet GCS standards of modesty, neatness, and appropriateness.
3. 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.
4. All clothing should fit properly. Clothing should not be excessively tight, baggy, or long.
5. All clothing should provide appropriate covering. Cleavage and undergarments/underwear should remain covered at all times when standing, sitting, or bending.

6. 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.
7. Hats, caps, bandanas, hoods, etc. should be removed while in the building. This applies before, during, and after school and all school related events.
8. Dog collars, spiked bracelets, thick chains, or wallet chains are not to be worn.
9. Tattoos, excessive body and tongue piercings are not allowed.

## **VI. DISCIPLINE**

### **A. Philosophy**

1. Education at Galesburg Christian School involves more than just quality academics. Character building is an integral part of our program.
2. GCS believes each child deserves the opportunity to learn in a secure, Christ-centered environment.
3. The school's discipline system is designed to motivate and encourage each student to attain spiritual growth, proper responsibility, and appropriate behavior.
4. 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.
5. GCS also expects all parents and guardians to have active, constructive, and supportive involvement in the overall interaction between the home and the school.
6. A student needs to assume responsibility for his/her own actions and words.
7. Within the school setting, there are certain character traits which not only please God, but also make for positive relationships within the school community.
8. The purpose of discipline is to affect a positive change in our students.
9. The level of discipline will vary based on the severity of the situation. We employ a progressive discipline system at GCS.

### **B. Administrative Discipline**

1. As discipline progresses, or the severity of the infractions increases, the administration will be involved in determining the proper course of action.
2. Generally, the following factors will be considered when addressing disciplinary issues:
  - a) the rule broken
  - b) the severity of the situation
  - c) the number of times the rule has been broken
  - d) the attitude of the student.

### **C. Teacher Discipline**

1. Initial discipline will typically be handled within the classroom.
2. 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.

3. The parent will be called if problematic behavior persists.
4. Problems that continue may result in teachers assigning morning detentions with the parent providing transportation.
5. Teachers will refer more serious or continuing problems to the administration.

**D. Violence or Threats of Physical Harm**

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

**E. Suspensions**

1. This measure of discipline will be administered for repeated violations and offenses the school considers to be very serious.
2. On matters of this nature, students will be notified of the offense and given the opportunity to explain their actions.
3. When a suspension becomes necessary, the parents will be contacted by phone followed by a notice in writing.
4. Two types of suspensions may be given:
  - a) ***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 receiving no credit for any homework that is assigned the day of the suspension. Any tests or projects due on the day of an ISS will have a one letter grade deduction from the earned grade.
  - b) ***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. While suspended, students may not be on school property or participate in or attend any school activities on that day. Although the student is expected to complete homework assigned the day of the OSS, credit will not be given for any homework assigned on the day of the OSS nor for any project or test that is due on the day of the OSS. Any regular homework or project not completed while a student is on an OSS will result in further disciplinary action.

**F. Social Media**

1. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy.
2. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

**G. Probation**

1. Probation is a period when the student's behavior will be closely monitored.

2. The student and the parent(s) or guardian(s) will be notified by phone or in person when a student is placed on probation.
3. Daily conduct reports will be completed by the teacher and reviewed and signed by the principal.
4. During this period, incidents can result in out of school suspension, or in more severe cases expulsion and/or disenrollment of the student.
5. 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.

**H. Expulsion/Withdrawal**

1. 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.
2. As a final aspect of discipline, students may be asked to withdraw or be expelled from GCS.

**VII. GENERAL REGULATIONS**

**A. Basic School Rules for Students**

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

**B. Cell Phones and Electronic Devices**

1. Cell phone technology creates unique challenges for a school environment. Therefore, the following will be observed:
  - a) It is preferred that all phones and electronic devices including smart watches be left at home.
  - b) If they are brought to school, the device needs to be powered off and stored in the student's backpack from arrival until the end of school.

**C. Lunchroom Rules**

1. Students are not to leave the lunch area during their lunch period without permission.
2. Food, candy, and beverages are not to be taken from the lunch area.
3. Students are to ask to be dismissed to discard trash and then leave the table neat and clean.
4. Good manners and etiquette are always required in the lunch area.
5. Soda pop is not allowed.

6. Refrigeration and microwaves are not available for elementary students.

**D. Parent/Teacher Conferences**

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

**E. Recess/Physical Education**

1. Outside play is important so please be sure your child is prepared with appropriate clothing.
2. We will play indoors only on extremely cold days and during rain.
3. 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.

**F. Recess Rules**

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

**G. Closed Campus Policy/Visitors**

1. 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.
2. Visitors are always welcome at GCS.
  - a) Upon entering the campus, all visitors must report directly to the school office; this includes parents and other adults.
  - b) A staff escort will be provided for all visitors who wish to visit a classroom.
3. Forgotten homework, books, lunches, etc. should be left in the office rather than being taken directly to the classroom.
4. All exterior doors are locked during the school day. You must be buzzed in for office clearance.
5. Permission for a visiting student must be secured in writing in advance of the visit from the administration.
6. Only persons listed on our form as authorized to pick up your child will be permitted to take him/her from school.
7. Changes to the authorized pick-up form may be made at any time in the school office.

**H. Damaged or Lost School Property**

1. Textbooks, uniforms and any other school equipment checked out to students are their direct responsibility.
2. Any school property that is lost, stolen, damaged, or destroyed must be replaced or repaired by the student or parents.

3. 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.
4. A fine (per day) may be charged beyond two weeks.

**I. Dangerous Objects or Weapons**

1. No object that can cause serious bodily harm shall be brought to school or school functions.
2. 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.
3. Any student in possession of one of these objects may be subject to in-school or out-of-school suspension pending an investigation, which may lead to an expulsion.

**J. Driving to School/Parking at School**

1. Please observe the following as parents/students arrive and depart from school:
  - a) Drive slower than usual when traveling streets surrounding the school.
  - b) Comply with all requests the school puts out for traffic patterns.
  - c) Cars may only be parked or left unattended in the designated parking places.
  - d) No parking on the driveway.
2. We reserve the right to require all students to be picked up on our property.

**K. Posters, Signs, and Other Printed Material**

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

**VIII. ABSENCES /ATTENDANCE**

**A. Philosophy**

1. It is the philosophy of GCS that minimum absenteeism results in maximum learning.
2. Our policy encourages punctuality and regular attendance by all students.
3. We believe this is important for these reasons:
  - a) 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.
  - b) Good work and attendance habits, cultivated in school, will help students be prepared for higher education and lifetime work.
  - c) Attendance is part of a student's permanent school record. College admissions counselors and prospective employers inquire about a student's attendance record.
  - d) 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.

**B. Absences**

1. 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.



2. Legitimate reasons for absences include sickness, death in the family, doctor or dental appointments, and emergencies.
3. If parents do not contact the school by 9 AM, an office staff member will call you to acknowledge the absence of your child.
4. A student that is tardy fifteen (15) minutes or more will be counted as absent for the class period.
5. 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.
  - a) This will allow notification to be given to the appropriate teachers as well as making it easier for the student to leave on time.
6. A student who is absent (excused or unexcused) more than fifteen (15) days per semester in a class may lose the opportunity to receive credit for that class.
7. Students are to secure a **PRE-ARRANGED ABSENCE FORM** from the office at least one week prior to an extended absence.
  - a) This form must be completed by having each teacher sign in the column provided.
  - b) It must be returned to the office at least three (3) days before the scheduled absence.
  - c) If there are significant concerns expressed by the teachers, a copy of this form will be sent home to parents via their student.
  - d) 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.
  - e) 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.
  - f) 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.
8. Please do not allow your student to cut classes to avoid taking a test or to work on research papers or other homework.
  - a) Allowing students to stay home during regular class times for these reasons introduces several problems:
  - b) Does not encourage proper planning and commitment
  - c) Creates an unfair advantage over students who do the assignments
  - d) Hinders unity and respect between themselves and other students and faculty
  - e) It is not an excused absence
9. **PLEASE NOTE:** If a student cannot participate in physical education, a note of explanation from the parents must be presented to the teacher.
  - a) For extended periods of non-participation, a note from the attending physician should be provided.

**C. Before/After School Care**

1. Before and after school programs are available to help working parents.
2. Before school care is from 7:00 AM until 7:45 AM.
3. After school care runs from 3:45 PM until 5:30 PM.
4. There is a \$5/hour fee for each of these programs.
5. Please contact the school office for more information.
6. GCS will not be responsible for students left during unsupervised times.
7. Students not picked up by 3:45 PM will be taken into after care and charges will be applied.
8. Any student not picked up by 5:30 PM will be charged \$1/minute for every minute after 5:30 PM which will be added to the late stay worker's pay for the inconvenience to their schedule.

**D. Signing In/Out**

1. Students are not allowed to leave the school premises during the school day without permission from the office.
2. 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.
3. 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.
4. GCS will not release students early during school hours without a specific request from parents.
5. 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.

**E. Tardy**

1. To encourage our students to be prepared, we expect our students to be here before school begins each day.
2. Tardy to School
  - a) Students who are tardy must obtain a tardy slip from the office prior to going to class.
  - b) Students who are not in their classroom ready to start the day by 8:30 AM will also be considered tardy.
  - c) Frequent tardiness may result in a conference with the principal

**IX. ACADEMICS**

**A. General Information**

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

**B. Grading**

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

97-100 A+ (4.0)	87-89 B+ (3.3)	77-79 C+ (2.3)	67-69 D+ (1.3)	0-59 F (0.0)
93-96 A (4.0)	83-86 B (3.0)	73-76 C (2.0)	63-66 D (1.0)	
90-93 A- (3.7)	80-82 B- (2.7)	70-72 C- (1.7)	60-62 D- (0.7)	

**C. Accommodation and Modification Plans**

1. An Accommodation Plan may be made in order to help a student understand and learn the material presented in class.
2. A Modification Plan may be made for a specific student because of a learning difficulty.
  - a) Modifications are an adjustment of the curriculum or academic goals involving classroom, schoolwork, and homework for the purpose of helping a student succeed.
3. All Accommodation and Modification Plans will be reviewed regularly to determine their continued validity.
4. The GCS academic dean, special education liaison, and resource teacher will develop Accommodation and Modification plans as required or requested.
5. GCS may also work with the student's local school district to create an Accommodation or Modification Plan for students with special needs.
6. Teachers will then work to follow the plan most appropriate for the student within our staffing resources.

**D. Honor Roll (3<sup>rd</sup>-5<sup>th</sup> Grade Students)**

1. Honor Roll recognition will be determined at the end of each quarter as follows:
2. High honors – GPA 4.0 and no grade below A
3. Honors – GPA 3.65-4.0 and no grade below B

**E. Homework**

1. Students are responsible for completing assignments given each day by their teachers. Homework is an important factor in determining the student's final grade.
2. 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.
3. 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.

**F. Cheating**

1. Students are allowed to get help with most homework.
  - a) Having a problem explained to them or having something demonstrated so they can get the concept is permissible.
  - b) Copying another student's paper, having a parent complete the assignment, or copying from the Internet is not allowed.
  - c) Cheating involves both giving and receiving information inappropriately.
2. 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.

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

**G. Field Trips**

1. From time to time, various classes take trips to interesting and educational places in the area as a vital part of the instructional program.
2. Parents will be notified of trips beforehand, and fees may be charged to cover expenses. Each field trip will have an appropriate dress code.
3. 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.

**H. Make-up Assignments**

1. 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.
  - a) Assignments will be available on RenWeb.
2. When students are absent, it is the student's responsibility to make up the work missed.
  - a) The student will be given a reasonable amount of time to make up missed work.
  - b) Make-up work must be arranged with the teacher.
  - c) Work turned in within the time limit set by the teacher will be graded at full credit.
  - d) Work assigned prior to an absence should be submitted upon return and assigned tests should also be taken upon return.

**I. Report Cards**

1. Report Cards are available in Renweb quarterly throughout the school year for all first through fifth grade students.

**J. Retention Policy**

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

**K. Testing**

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

**X. *PRINCIPLES, PLANS, and POLICIES***

**A. Matthew 18 Principle**

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

**B. Non-Discrimination Policy**

1. 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.
2. 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.
3. 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.

**C. Responsibility Plan**

1. It is our desire to see our junior and senior high students mature as they continue throughout their schooling.
2. One of the ways a student matures is by being held accountable for his/her actions and decisions.
3. 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.

**D. Asbestos Management Plan**

1. 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.
2. These plans may be inspected by calling and making arrangements with administrator to view them.

**E. Corporal Punishment Policy**

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

**F. Sexual Misconduct and Abuse Prevention Policy**

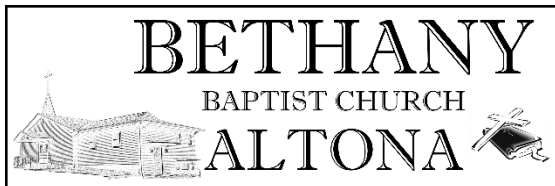
1. It is the purpose and intent of Galesburg Christian School to provide a safe, secure environment to teach and care for the children and students of our association members.
2. Our goal is to protect children from sexual abuse, child molestation or any type of inappropriate sexual behavior by employees or volunteers in our school and to protect employees and volunteers from false accusations.
3. 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.

**G. Church Attendance**

1. Galesburg Christian School encourages employees and parents to regularly attend and participate in a local church. We are thankful for the following churches who support GCS.



Abingdon Church of God of Prophecy  
207 N. Washington St.  
Sunday Worship Service 10 AM  
Sunday School 9 AM  
Wednesday Bible Study 6 PM



Bethany Baptist Church Altona  
215 N Olin St.  
[bethanyaltona.org](http://bethanyaltona.org)  
Sunday Worship Service 10 AM  
Wednesday Bible Study 7 PM



Bethel Baptist Church Galesburg  
1196 N. Academy St.  
[mybethel.com](http://mybethel.com)  
Sunday Worship Service 10 AM  
Wednesday Awana 6:30 PM



Calvary Assembly Galesburg  
432 N. Linwood Rd.  
[calvarygalesburg.com](http://calvarygalesburg.com)  
Sunday Worship Service 10 AM  
Ability Service Tuesday 6:30 PM  
Midweek Service/Youth Wednesday 7 PM



Community Bible Church Knoxville  
1369 Knox Hwy.  
[communitybibleknoxville.com](http://communitybibleknoxville.com)  
Sunday Worship 10:30 AM  
Awana (See website)

Ellisville Christian Church  
210 W. Main St. Ellisville, IL  
Sunday School 9:30 AM  
Sunday Church Service 10:15 AM



Faith Baptist Church Galesburg  
1247 S Farnham St.  
Sunday Worship 10:30 AM  
Weekday Bible Studies



First Church of the Open Bible Galesburg  
521 W Losey St.  
[radiantgalesburg.com](http://radiantgalesburg.com)  
Sunday Worship 10 AM



The Oaks Community Church Dahinda  
1868 Congregation Rd.  
[theoakscommunitychurch.com](http://theoakscommunitychurch.com)  
Sunday Worship 8:30 and 10:45 AM